

Job description

Job title:	Environment Project Grant and Support Officer
Grade:	Dorset Council Grade 6
Job evaluation reference:	NE402
Job family:	Natural Environment

Purpose and impact

1. To assist delivery of the project as specified in the context statement
2. Provide administrative support for the activities of the project, as specified in the context statement.
3. Oversee the delivery of a grant scheme, as specified in the context statement.

Key responsibilities

4. The role of post holders will vary according to the nature of the specialist service involved.
5. Overseeing the delivery of a grant scheme, as specified in the context statement.
6. Organising project meetings/seminars, sending out agendas, producing and circulating minutes.
7. Keeping partners informed of progress on individual projects.
8. Setting up systems for monitoring delivery of and financial management against project targets and/or business plan.
9. Working with Dorset Council's systems to assist with communications, finance and administration.
10. Co-ordinating and assisting with the collation of progress reports
11. To assist in the promotion of the project
12. To assist liaison between project partners
13. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

14. Reporting to: The post holder will be required to work under the direct supervision of the line manager
15. Responsibility for: The post holder will generally not be required to supervise other staff.

Other factors

16. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
17. The post holder will be responsible for use of a laptop/personal computer, telephone, reference material, maps, camera, smart phone and project and correspondence files.
18. The post holder will be responsible for petty cash and floats for outside events, on an intermittent basis
19. This job is office based; this may be combined with home working.
20. Very occasional site visits / outdoor working may be required.



Job description

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ['Working for Dorset Council'](#).



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. Minimum of 5 GCSEs at Grade C or above including English Language and Mathematics, or equivalent ability evidenced from ability testing.
2. Good standard of numeracy and written literacy skills.
3. NVQ 3/BTEC National Certificate or equivalent in Administration or evidence of equivalent skills level.
Experience
4. Significant experience in an administrative role, using computerised systems.
5. Experience of using a range of IT systems, including Word, Excel, email, website administration and databases.
6. Experience of producing documents to a high-quality standard.
7. Experience of working in a team.
Skills, abilities & knowledge
8. Knowledge of effective supervision and management techniques or project administration experience.
9. Knowledge of office practices and computerised systems.
10. Knowledge of a range of IT systems, including Word, Excel, email, website administration and databases.
11. Good written/spoken English.
12. Knowledge and understanding of financial processes.
13. IT skills including accurate keyboard skills.
14. Good interpersonal skills
15. Ability to work with minimum supervision and to use initiative.
16. Ability to build and sustain good working relationships.
17. Ability to communicate effectively, orally and in writing.
18. Ability to retain information and produce accurate/quality work.
19. Ability to organise own workload effectively, prioritising tasks and working to defined deadlines.
20. Ability to work under pressure.
21. Ability to apply confidentiality to all information handled.
22. Ability to take accurate notes of meetings and produces minutes.
Behaviours
23. Respect
24. Responsibility
25. Recognition
26. One Team: Collaboration
Other
27. To be flexible with an adaptable approach to work and conflicting demands and deadlines.
28. Ability to fulfil the travel requirements of the post (some site visits will be necessary including some that will not be possible using public transport)



Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations	
29. ECDL advanced qualification or significant experience of using relevant systems at this level.	
Experience	
30. Experience of project support.	
31. Previous experience of working in a large organisation or local authority.	
32. Previous experience in a similar function.	
33. Previous experience of customer care.	
34. Previous experience of financial administration / budget management	
Skills, abilities & knowledge	
35. Understanding of the work of local authorities.	
36. Understanding of policy, legislation and developments in the field of work relevant to the function.	
37. Knowledge of basic accounting.	
38. Knowledge and understanding of specialist area of work [See Context Statement].	
39. A reasonable understanding of the role and remit of the organisation hosting the project	
40. IT skills / experience in GIS systems and / or MS Project Management	
Other	
41. A positive interest in the welfare and management of Dorset's environment	
42. A working knowledge of Dorset's countryside	

Approval			
Manager	Pay & Reward Team	Date	December 2012

