

Job description

Job title:	Project Officer
Grade:	Grade 9
Job evaluation reference:	ES421
Job family:	Natural Environment

Purpose and impact

1. To support the development and delivery of specific designated project/s in accordance with the aims of the Directorate Plan.

Key responsibilities

2. To develop and deliver specific designated project/s.
3. To research, prepare and initiate new project/s as required.
4. Support and contribute to the collation, aggregation, analysis, interpretation and dissemination of research and information in a specified area as required on behalf of the Council, its associated external partnerships, and the public.
5. Maintain the security and integrity of corporate and other data sets, with due regard to relevant legislation.
6. Prepare, present and disseminate project reports and bulletins for a range of audiences and for publication as required.
7. To co-ordinate the work of project working groups and to supervise on a day to day basis the work of any staff, volunteers and students working within the project/s as required.
8. To organise, facilitate and participate in working groups, meetings and seminars.
9. To liaise, communicate and negotiate with project partners and stakeholders as required.
10. To promote the project as agreed with the post holder's line manager.
11. 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

Reporting to:	Appropriate manager as specified in the context statement.
Responsibility for:	Staff at this level may be expected to undertake day to day supervision of staff, such as staff allocated to assist with projects (see '3' above).

In addition to the key responsibilities, as a people manager you will also:

- Lead and manage team dynamics and performance by setting clear expectations, providing regular feedback, and ensuring high-quality delivery through effective quality assurance practices.
- Create an inclusive and supportive team environment that ensures continuous learning, professional development and good wellbeing, aligning to the council plan priorities, people and culture strategy, and responsibilities set out within our people management policies and requirements.



- Lead and champion opportunities for service improvement, innovation and change by taking accountability for its successful implementation, ensuring team members are engaged, motivated, and supported throughout transitions, whilst role modelling new ways of thinking and working.

Other factors

12. To manage IT equipment and workstation for self and other staff as required.
13. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safeguarding of data and record systems both manual and computerised.
14. Responsible for project budgets as agreed with manager.
15. Office based with a need to travel to attend meetings.
16. Conflicting demands and tight deadlines are a feature of this post.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. A relevant degree or professional qualification in a relevant subject area (see context statement)	Application form
Experience	
2. Significant appropriate work experience in project management with a track record of successful project working and delivery (refer to context statement)	Application form
Knowledge	
3. A good understanding of policy, legislation and developments in the field of work relevant to the function (refer to context statement)	Application form Interview Assessment
4. Knowledge of the main concepts relating to area of work outlined in the context statement	Application form Interview Assessment
Skills and abilities	
5. ICT literate particularly in the use of Word, Excel and Powerpoint	Interview Assessment
6. Excellent and prolific report writing skills	Interview Assessment
7. Ability to build and sustain good working relationships	Interview Assessment
8. Effective communicator who is able to operate at a broad range of levels	Interview Assessment
9. Ability and willingness to motivate others	Interview Assessment
10. Committed to achieving the required results	Interview Assessment
11. Able to respond to changing priorities and demands within a project, including working to deadlines	Interview Assessment
12. Enthusiastic and proactive	Interview Assessment
13. Flexible team member	Interview Assessment
14. Supervisory skills	Interview Assessment
Our values	
15. Respect	Interview Assessment
16. Together	Interview Assessment



17. Accountability	Interview Assessment
18. Openness	Interview Assessment
19. Curiosity	Interview Assessment
Other	
20. Ability to fulfil the travel requirements of the post	Application form
21. Committed to the delivery of outputs on time	Application form
22. Must be prepared to on occasions work outside of normal hours	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
23. Experience using Geographical Information Systems (GIS) (For Environmental Services roles only)	Application form
Experience	
24. Experience of Partnership working	Application form
25. Previous direct experience in an area relevant to the described project (see context statement)	Application form
26. Previous direct experience in stakeholder engagement	Application form
Knowledge	
27. Knowledge of Dorset's environment and its various social and economic uses in particular those which relate to the project subject area	Application form Interview Assessment

Approval

Manager's job title:

Date:

