

Job description

Job title: Project Assistant
Grade: Dorset Council Grade 7
Job evaluation reference: ES422
Job family: Natural Environment

Purpose and impact

1. To assist delivery of the project as specified in the context statement.

Key responsibilities

2. Organising project meetings/seminars, sending out agendas, producing and circulating minutes.
3. Keeping partners informed of progress on individual projects.
4. Setting up systems for monitoring delivery of and financial management against project targets and/or business plan.
5. Preparing and sending out briefs for consultants for specific pieces of work, in conjunction with relevant partners
6. Working with Dorset Council's systems to assist with communications, finance and administration.
7. Working with partners to produce detailed implementation plans for any sub-project
8. Co-ordinating and assisting with the collation of progress reports
9. To assist in the promotion of the project
10. To assist liaison between project partners
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

12. The postholder will be required to work under the direct supervision of the line manager.
13. The postholder will generally not be required to supervise other staff.

Other factors

14. 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.
15. The postholder will be responsible for use of a laptop/personal computer, telephone, reference material, maps, and project and correspondence files.
16. This job is office based, but will entail working at other locations (as specified in the context statement); this may be combined with home working.
17. Very occasional site visits may be required.

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, interview and references (as specified below). 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 degree in a broad environment discipline	Application form
Experience	
2. Proven experience of project work in a related discipline	Application form
3. Proven experience of producing high quality reports to a deadline	Application form
4. Proven experience of project report-writing for funding bodies and statutory bodies (e.g. Defra, Natural England, English Heritage).	Application form
Knowledge	
5. A sound and thorough understanding of related environment issues and practices	Application form Interview Assessment
Skills and abilities	
6. Proven administrative skills	Interview Assessment
7. Excellent written, verbal and interpersonal communication skills	Interview Assessment
8. IT skills including competence in handling word processing, spreadsheets and databases	Interview Assessment
9. Self-reliance and an aptitude for lone working	Interview Assessment
Our values	
10. Respect	Interview Assessment
11. Together	Interview Assessment
12. Accountability	Interview Assessment
13. Openness	Interview Assessment
14. Curiosity	Interview Assessment
Other	



15. 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)	Application form
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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, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
16. A recognised qualification in a directly relevant environment discipline	Application form
Experience	
17. Familiarity with relevant project reporting systems	Application form
18. Familiarity with office systems such as photocopying, filing and emailing	Application form
19. Familiarity with financial reporting / SAP procurement systems	Application form
Knowledge	
20. A sound and thorough understanding of the organisations involved in the project including project sponsors and delivery partners	Application form Interview Assessment
21. A reasonable understanding of the role and remit of the organisation hosting the project	Application form Interview Assessment
22. A positive interest in the welfare and management of Dorset's environment	Application form Interview Assessment
23. A working knowledge of Dorset's countryside	Application form Interview Assessment
Skills and abilities	
24. IT skills / experience in GIS systems and/or other relevant databases	Interview Assessment
25. IT skills / experience in website content management systems	Interview Assessment

Approval

Manager's job title: Pay & Reward Team

Date: September 2012

