RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	
Post Title:	Community Projects Officer
Unit/Team:	Communities and Projects Team
Grade:	E
Service:	Communities and Homes
Reports to:	Communities and Projects Manager
Issue Date:	January 2021

PURPOSE OF THE JOB

The role involves a mix of both planned and reactive project work, in adherence to deadlines, to:

Offer meaningful opportunities for tenants of Rugby Borough Council to influence policies and services delivered by the housing service and to enable tenants to scrutiinise the performance of the housing service and improve outcomes for tenants.

Support the building of communities, including new and emerging ones, through a variety of means, to increase their capacity for independent, financially inclusive, healthy living whilst realising their potential.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1.1 Support the development and implementation, evaluation and subsequent review of a range of strategies, policies, projects and plans to support the delivery of the above.

1.2 In respect of potential regeneration and improvement of the HRA stock:

- consult with tenants to support the development of the business case

- support the planning and implementation of a decant or improvement works programme, with the tenant at the front and centre of the process

- establishing tenant satisfaction with project outcomes

1.3 Support the planning and implementation of a programme of tenant insight and profiling and subsequent analysis to support service and resource planning

1.4   Work with partners across the voluntary, community and statutory sector to plan, implement, monitor and evaluate projects which are going to contribute to the corporate objectives as well as issues of improved health and community safety

1.5   Support the identification of issues that are of concern to the community, through the completion of community audits, and support communities in developing strategies to tackle the identified issues

1.6   To work with the tenant base, deprived communities and partners to identify and tackle barriers to financial inclusion, digitalisation, access to services, improved health and improved community safety.

1.7   Provide robust contract management for services and SLA's procured by the team

1.8   Work with the voluntary and community sector to ensure that best use is made of potential resources to assist our customers in accessing services and support, with a particular focus on those who are most excluded or disadvantaged

1.9   Administration of the council's support to the voluntary and community sector.

1.10   Ensure that where funding has been obtained for project delivery, contract requirements are adhered to, milestones are met and funding drawn down at the appropriate intervals

1.11   Ensure that project evaluation incorporates issues of corporate priorities, corporate equalities and diversity data, digitalisation, financial inclusion, community safety, links to health and well-being and social impact

1.12   Prepare statistical returns and consultation responses on behalf of the council.

2.   OTHER DUTIES AND RESPONSIBILITIES

2.1   Participation in project groups and partnerships, some of which maybe led by external partners, for example but not exclusively, the Joint Strategic Needs Assessment framework (JSNA), the Health and Well Being Board and the Community Safety Partnership

2.2   Preparation and delivery of reports and presentations for both internal and external stakeholders

2.3   Support in the procurement of services and contracts

2.4   Identification of opportunities to potentially increase commercialisation and digitalisation

2.5	Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

## 3.	SUPERVISORY RESPONSIBILITIES

There are no supervisory duties attached to this post.

## 4.	FINANCIAL RESPONSIBILITIES

There are no financial responsibilities attached to this post.

## 5.	RESPONSIBILITY FOR ASSETS AND DATA

Service-related data and information.

## 6.	EXTENT OF PUBLIC CONTACT

- Elected members
- Tenants and tenants groups
- General public
- Voluntary and community sector
- Registered providers
- Other councils
- Internal and externally led partnerships
- Statutory sector

## 7.	WORKING CONDITIONS AND ENVIRONMENT

The role is a mix of office working and working in communities with our tenants and residents. RBC operates a hybrid working model with 40% of staff time spent in Rugby, which may be in the office or working in our communities.

Occasional out of hours working will be required.

## 8.	CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety

Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9.   KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder   Date

PERSON SPECIFICATION

Post: Community Projects Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Experience in planning and managing projects	E	A, I & T
Holder of a driving licence and access to own transport for work	E	A
Excellent written and verbal communication skills applied at a variety of levels internally and externally – using a variety of methods	E	A, I & T
Excellent numeracy skills with an ability to use appropriate mathematical and statistical techniques to analyse, interpret and present data and statistics	E	A, I & T
Excellent customer care skills	E	A,I & T
Commitment and ability to adhere to deadlines	E	A,I &T
Has experience in conducting research required to underpin project delivery	E	A & I
Ability to offer solutions and recommendations to solve complex problems	E	A&I
Ability to write strategies, policies and plans	E	A&I
Ability to identify risk and potential mitigation	E	A&I
Ability to build and maintain effective professional relationships at a variety of levels internally and externally	E	A, I & I
Is able to manage workload efficiently and independently to achieve service objectives and targets, with minimal supervision	E	A & I
Ability to work in isolation and as part of a team	E	A & I
Demonstrates confidence and flexibility to persuade, convince and influence others.	E	A & I
Able to use a variety of Information Technology, eg Outlook e-mail, calendar, Word, Excel (including pivot tables etc) and Powerpoint	E	A & I
A commitment to work within our CAN DO values	E	A, I
Can demonstrate political, commercial and digital acumen	D	A&I
Can demonstrate an understanding of the issues faced	D	A&I

by communities, including new and emerging ones, in accessing services		
Can demonstrate an awareness and understanding of the benefits of digitalisation	D	A & I
Can demonstrate an awareness and understanding of financial inclusion	D	A&I
Has experience of working within a housing organisation	D	A & I
Awareness of the need to work within financial and procurement guidelines to ensure cost control and value for money	D	A & I
Qualified to graduate level or equivalent experience	D	A

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D