

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST TITLE: Project Officer
GRADE: Career Grade 6 / 7

TEAM: DCEX

SERVICE AREA: Corporate

RESPONSIBLE TO: Project Development & Programme Manager

VARIATIONS TO STANDARD CONDITIONS OF SERVICE:

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Provisions of the above career grade.

DATE REVISED: June 2023

JOB PURPOSE:

1. To support change and transformation at Harborough District Council, with key responsibility for providing project management support and advice to Project Managers on their major projects across the full project lifecycle.

JOB ACCOUNTABILITIES:

1. Participating in the design and delivery of Harborough District Council's major projects.
2. To act as a key link between the transformation programme and Project Managers to support the delivery of legislative changes, political priorities and corporate plan outcomes within the programme.
3. Providing project management support to Project Managers across the organisation, ensuring project management principles are applied consistently.
4. To provide project management advice and guidance to Project Managers throughout the full lifecycle of a project.
5. Supporting Project Managers in the production and maintenance of project plans.
6. Applying the key principles of project management to the relevant stage of the project life cycle.

7. Supporting Project Managers in the production of appropriate reports, including highlight, exception, risk & issue logs, change control records, project closure, project review and any other key documents as required.
8. Managing and facilitating the flow of essential information within projects and to the Project Board and Programme Board by ensuring the relevant updates and requests for information are provided in a timely manner.
9. Creating and maintaining project filing, recording and reporting systems, including logs to record actions to demonstrate compliance as required.
10. Creating and maintaining systems for recording, monitoring and reporting project costs where required.
11. Providing administrative support to the Project Development and Programme Manager to ensure effective corporate procedures are in place, maintained and adhered to.
12. Organising, preparing and where appropriate facilitating key meetings including Project Boards, Project Team meetings and workshops, ensuring decisions and actions are captured and followed up where required.
13. To present key information and data in a variety of formats to a range of audiences, ensuring information is relevant and understood.
14. Reviewing processes and procedures used within projects. Make recommendations for further developments to improve the efficiency, effectiveness and quality of project management within the organisation.
15. Supporting Project Managers to develop and implement effective communication plans.
16. Supporting effective project evaluation by ensuring Lessons Learned are identified, captured and analysed and key improvement actions applied at a project level or escalated.
17. Taking ownership of own Continuous Professional Development and actively seek opportunities to build Planning and Project Management skills, knowledge and experience.
18. Creating / maintaining close working links with key external partners, including neighbouring Councils, and other stakeholders as required within individual projects.
19. Working in partnership with colleagues, to the values and principles of HDC and in accordance with the Council's strategies, policies and procedures.

Appointment to Grade 7 will depend on attainment of an appropriate Project Management qualification such as PRINCE2 (Practitioner) and consistent, frequent undertaking of duties at a higher level. Examples of this include the following tasks but the list is not exhaustive:

- Acting as the Project Manager for assigned projects.
- Leading on the identification of opportunities and the development of subsequent Business Cases, including research, modelling and benchmarking.

- A key contact with elected members in relation to assigned projects such as a Portfolio Holder or Committee members.
- Leading the commissioning of specialist external resource for assigned projects or supervising the delivery of their outcomes.
- Lead the development and improvement of aspects of the project management methodology within the organisation.

Other

As a term of employment the post holder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

Health and Safety

To be familiar with and at all times comply with

- the Council's general health and safety policy,
- the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
- local department specific health and safety procedures as amended or added to from time to time.

To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.

To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

Safeguarding

To carry out our legal and moral responsibility to report any safeguarding concerns involving adults and children, ensuring the recording of relevant information and passing it on to a Designated Safeguarding Officer's, (DSO) or in the absence of a DSO personally making the referral in line with the Councils Adult and Children's Safeguarding Policy.

Equalities

To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE : Project Officer

TEAM: Corporate	GRADE: Career Grade 6 / 7	ALLOWANCE: Casual Car User	PERMANENT/JOB SHARE	WEEKLY HOURS: 37
CRITERIA	ESSENTIAL REQUIREMENTS:		ADDITIONAL / USEFUL REQUIREMENTS:	Assessment A/I/T/E
Qualifications	Educated to HND / NVQ4 equivalent level in Business Administration, Project Management or similar, or appropriate experience to this level.	Assessment A/I/T/E A & E	Project management qualification or appropriate experience to this level (PRINCE2 or equivalent).	A & E
Knowledge and Experience	<p>Additional requirements for grade 7 are to hold a Project Management qualification at practitioner level, such as PRINCE2 (Practitioner) or the APM Project Management Qualification (PMQ).</p> <p>Experience of working on projects in a supportive, enabling role.</p> <p>Knowledge of the principles of project management and how to apply these in a consistent way.</p> <p>Experience of reviewing processes and procedures to identify and implement efficiencies.</p> <p>Experience of using computerised systems to plan, deliver and evaluate a project.</p> <p>Experience of presenting information in a variety of formats relevant to audience needs.</p> <p>Understanding of local government or another public sector environment.</p> <p>Additional requirements for grade 7 are to:</p>	<p>A, I & T</p> <p>A, I & T</p> <p>A & I</p> <p>A & I</p> <p>A & I</p>	<p>Experience of using SmartSheet or similar Project Planning tool</p> <p>Working with elected members or external partners</p>	<p>A & I</p> <p>A & I</p>

	<p>Have experience in acting as the Project Manager, being responsible for managing the design and delivery of projects and for reporting directly to senior stakeholders</p> <p>Have experience in leading the production of Business Cases, including research, modelling and benchmarking activities</p> <p>Have experience in leading the identification and implementation of process improvements</p> <p>Have experience in commissioning specialist external advice or support, and managing their output</p> <p>Have experience of working in a collaborative or partnership environment</p>	
Skills	<p>Excellent interpersonal, written and verbal communication skills including the ability to transfer relevant and proportionate information to members of the project team and to the Project Manager, and engage effectively with key stakeholders</p> <p>Ability to organise own workload to meet deadlines</p> <p>Ability to work collaboratively in a team, including with stakeholders from external organisations</p> <p>Ability to control and update relevant documentation including word processing, spreadsheets, plans and other documents</p> <p>Confident decision-maker with the ability to work independently</p> <p>Excellent organisational skills in order to meet deadlines</p>	<p>A, I & T Be capable of working with minimum supervision</p> <p>A full, valid driving licence and access to a suitable motor vehicle (reasonable adjustments will be considered)</p> <p>A & I</p> <p>A & I</p> <p>A & T</p> <p>A & I</p> <p>A & I</p>

Additional requirements for grade 7 are:

Ability to manage competing and conflicting priorities in line with agreed policy and strategy

Ability to engage elected members confidently and provide accurate and appropriate information

Other	Able to occasionally attend out of hours meetings etc. with notice	A & I	
Assessment Legend: A = Application I = Interview T = Test or Assessment E = Evidence (e.g. certificate) N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages			