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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Project Officer – Community, Health and Wellbeing
<b>DBS check</b>	Not required
<b>Post number</b>	New
<b>Your team</b>	Community, Health and Wellbeing
<b>You would be based</b>	Esher Civic Centre with some need for travel within the borough as part of day to day work.
<b>Your line manager</b>	Community, Health and Wellbeing Manager



**Elmbridge**  
Borough Council

## About the role

Elmbridge is in the process of transforming their community, health and wellbeing team to support and enable their 'Connected Communities' approach.

You will support a range of workstreams that seek to transform our services that we provide for our community. You will be willing to get involved in different project areas and will have the chance to show your strong communications skills as you will be provided with many opportunities to engage with a wide range of people.

You will work closely with the Managers in Community, Health and Wellbeing and the team of Local Area Coordinators to support a 'one system' approach across the Council, health and all partners.

This role would suit someone who is interested in looking to shape 'the bigger picture' whilst ensuring this is linked to operational delivery and resident's realities.

### The main purpose of the role:

Elmbridge's Connected Communities approach and this role aim to:

- Facilitate our active communities to support their family, friends, colleagues and neighbours now and in the future
- Help people contribute to supporting the local effort, e.g. volunteering, supporting local business
- Use all resources creatively, moving beyond organisational boundaries to operate as one team
- Offer the right support to those who are high risk, might be at risk and are low risk
- Use our data to identify and target where our support is needed to deliver the most impact

The project officer will support managers and Local Area Coordinators to align and operationalise delivery and strategic thinking of the 'Connected Communities' approach across Community, Health and Wellbeing.

### Specific duties and responsibilities

- Work across the Council and partners to ensure workstreams are on track and achieving their objectives, leading on the delivery of key pieces of project work.
- Undertake research and evaluation of internal work and external examples of good practice.

- Develop data-led reports and action plans to drive improvement across systems and the local area.
- Prepare updates for communications to our key stakeholders, elected members and colleagues.
- Provide administrative support to managers and the wider functions of Community, Health and Wellbeing.
- Process payments and invoices and hold a purchasing card. Note: This position does not have budget responsibilities.
- Keep learning and growing through training and reflection on the principles that underpin Elmbridge's Connected Communities approach.
- Follow policies and laws to make sure everything is done properly ensuring people receive safe, legal, and dignified support.

## What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

## Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

## Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

## Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

## Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

## Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

## Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

# Person specification

**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

## **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Title: Project Officer**  
**Team: Community, Health and Wellbeing**  
**Salary: Scale 5; £33,055 - £35,090 FTE**

**Post no: New**  
**Hours: 22\***  
**Car allowance: C4**

\*This post is available for part-time or flexible working.

## Qualifications and education

No.	Key requirements	Desirable/essential	To be tested by: Application, Test, Interview
	Fluency in spoken and written English	Essential	Application Interview
	Proficiency in Microsoft Office applications with good IT skills.	Essential	Application Test

## Experience

No.	Key requirements	Desirable/essential	To be tested by: Application, Test, Interview
	Experienced in influencing and supporting positive change at individual, community and organisational levels	Essential	Interview
	Experience of office systems, of organising resources and setting up and maintaining administrative systems	Essential	Interview
	Experience of project administration and undertaking research and analysis	Essential	Interview

## Knowledge, skills and abilities

No.	Key requirements	Desirable/essential	To be tested by: Application, Test, Interview,
	Ability to communicate clearly and concisely at all levels both verbally and in writing.	Essential	Application Interview

	Good understanding of the use of information and data protection	Essential	Interview
	Ability to analyse data, produce and deliver effective reports	Essential	Interview Test
	A commitment to contribute to improving practice standards and personal competencies through continuous professional development	Essential	Interview
	Political sensitivity	Desirable	Interview
	Strong problem solving skills with an ability to work to tight deadlines.	Essential	Interview

### Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application, Test, Interview
	There may be a requirement to attend meetings outside of standard hours as required.	Essential	Application Interview