

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 behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under ['Working for Dorset Council'](#).



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential criteria are the minimum requirement for the above post.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

Essential

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. A degree in a broad environment discipline
Experience
2. Proven experience of project work in a related discipline
3. Proven experience of producing high quality reports to a deadline
4. Proven experience of project report-writing for funding bodies and statutory bodies (e.g. Defra, Natural England, English Heritage).
Skills, abilities & knowledge
5. A sound and thorough understanding of related environment issues and practices
6. Proven administrative skills
7. Excellent written, verbal and interpersonal communication skills
8. IT skills including competence in handling word processing, spreadsheets and databases
9. Self-reliance and an aptitude for lone working
Behaviours
10. Respect
11. Responsibility
12. Recognition
13. One Team: Collaboration
Other
14. 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)

Desirable

Qualifications/ training/registrations
15. A recognised qualification in a directly relevant environment discipline
Experience
16. Familiarity with relevant project reporting systems
17. Familiarity with office systems such as photocopying, filing and emailing
18. Familiarity with financial reporting / SAP procurement systems
Skills, abilities & knowledge
19. A sound and thorough understanding of the organisations involved in the project including project sponsors and delivery partners
20. A reasonable understanding of the role and remit of the organisation hosting the project
21. IT skills / experience in GIS systems and/or other relevant databases
22. IT skills / experience in website content management systems

Person specification

Other	
23. A positive interest in the welfare and management of Dorset's environment	
24. A working knowledge of Dorset's countryside	

Approval			
Manager	Pay & Reward Team	Date	September 2012