

Job description

Job title:	Programme/Project Co-ordinator
Grade:	Level 1 – Dorset Council Grade 9 Level 2 – Dorset Council Grade 10
Job evaluation reference:	NE401ab
Job family:	Natural Environment

Purpose and impact

1. To deliver, promote and co-ordinate programmes or projects working with other stakeholders including internal and external partners.

Key responsibilities

2. To develop and deliver projects and other relevant initiatives to support the efficient provision of the service.
3. To take responsibility for developing and maintaining a range of contacts with other staff and stakeholders, providing advice and information.
4. To take decisions within general guidelines with some discretion to adapt alternatives.
5. The role of the post holders will vary according to the nature of the project/programme involved.
6. Undertake a range of project co-ordination duties which may include:
 - Developing and implementing project/programme plans and strategies
 - Monitoring, reporting on and evaluating progress to ensure project/programme aims are met within agreed timescales
 - Budget monitoring
 - Developing and securing programme funding
 - Developing and promoting events, programmes of activities, information/training, resources and website.
7. Contribute to the work of any related working groups to represent and promote the programme /project and DC with internal and external stakeholders and/or partners.
8. Develop and maintain key working relationships with internal and external partners as required.
9. Contribute to relevant business plans, policy development and service planning as appropriate.
10. Undertake a range of data/information related tasks including research, data collection, collation and analysis and presentation and publication.
11. Provide advice, information and expertise to other staff, stakeholders and partners as required.
12. Work within the Council's Project Management framework where appropriate.
13. Where the post is based within the People - Children Directorate, responsibility for promoting and safeguarding the welfare of children and young people.
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. Any other lesser or comparable duties as required.

In addition to the above at Level 2:

16. Supervision or management of staff and/or those assigned to projects, as required.
17. Some authority in the provision of the service being provided



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18. The co-ordination of the work of related groups
19. Supervise or manage any staff as required including volunteers and students.

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

20. Reporting to: Appropriate Manager as specified in the Context Statement.
21. Responsibility for: There will be no supervisory responsibility attached to this role at Level 1.

In addition to the above at Level 2:

Responsibility for: To supervise and manage any staff as described in the main job role.

Other factors

22. This will vary according to the nature of the programme/project. Post holders may be required to use specialist equipment.
23. This will vary according to the nature of the programme/project. Staff at this level will be expected to work/attend meetings in other locations/sites and to work outdoors if required with some possible risk to personal safety.

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

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. Degree level qualification or equivalent in a relevant subject area or significant experience at working at this level.
Experience
2. Experience in a relevant role as specified in the context statement
3. Proven experience of co-ordinating programmes/projects
4. Proficient in a range of IT systems including Word, Excel and PowerPoint
5. Proven experience of researching and producing documents and reports to a high-quality standard
6. Experience of partnership working
In addition to the above Level 2:
7. Experience of managing or supervising staff
Skills, abilities & knowledge
8. Some understanding of policy, legislation and developments in the field of work relevant to the function
9. An understanding of the context of the work, as specified in the context statement
10. Understanding of service requirements and developments regarding the specific service group
11. Understanding of the work of local authorities
12. Understanding of project management principles
13. Project management skills
14. Ability to build and sustain good working relationships with people at all levels, both internal and external
15. Excellent oral and written communication skills, including report writing and presentation skills
16. Good negotiation skills with the ability to think creatively and problem solve effectively
17. Ability to present timely information in a user-friendly and understandable format to all levels
18. Ability to build up a good working knowledge of policy, legislation and developments in the field of work relevant to the function
19. Ability to work with minimum supervision, to use initiative, prioritise and complete work under pressure
20. High-level of ICT skills including excellent knowledge of Word, Excel and PowerPoint
21. Able to demonstrate tact and sensitivity when dealing with customers and to handle difficult situations
In addition to the above Level 2:
22. Ability to manage, motivate and co-ordinate the workload of others.
Behaviours
23. Respect
24. Responsibility
25. Recognition
26. One Team: Collaboration
Other



Person specification

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| 27. Able to be flexible with an adaptable approach to work and conflicting demands and deadlines |
| 28. Able to undertake training as required |
| 29. Able to fulfil the travel requirements of the post |

Desirable

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

Qualifications/ training/registrations
30. Project Management Qualification
31. ECDL or equivalent IT qualification
32. Professional qualification/membership of a professional body relevant to the function
Experience
33. Previous experience of budget management
34. Previous experience of working in a large organisation or local authority
Skills, abilities & knowledge
35. Understanding of budgetary management

Approval			
Manager	Pay and Reward	Date	June 2010

