

# Job description

Job title:	Project and Policy Officer
Grade:	Dorset Council Grade 10
Job evaluation reference:	BA4006
Job family:	Business, Policy and Administration

## Purpose and impact

To have responsibility for the development, implementation and review of a range of policies and procedures relating to the function.

To develop projects and initiatives effecting changes across the relevant function/service, which may involve responsibility for delivery of identified outcomes for significant cross functional projects.

- To provide advice about new legislation, policies and strategies which require implementation and change within, and beyond, the function or service.
- To produce plans for the development of the service in response to legislation and the needs of the service.
- To develop and deliver projects and initiatives to support the efficient provision of services.
- To supervise other staff and/or those assigned to projects, involving allocation and review of workload and provision of training as required.
- To deputise for the manager as required.

## Key responsibilities

1. Participate in various meetings and working groups as required to represent and promote the function/service and initiate any relevant project work and/or process improvements which may arise as a result.
2. Contribute to business plans, policy development and service planning as appropriate, identifying and recommending areas for improved service delivery.
3. To monitor progress towards achievement of agreed organisational and/or external targets, as relevant to the role.
4. Monitor progress of projects managed, providing regular progress reports and ensuring projects are managed within agreed timescales, budgets and quality standards in order to ensure effective delivery of changes.
5. Consultation with key stakeholders about service delivery and service development issues, ensuring that the interests of relevant groups are represented in service planning.
6. Design and establish new procedures in respect of relevant legislation, best practice and corporate policies as required.
7. Maintain and update policies and procedures, ensuring relevant quality standards are met.
8. Manage relationships with external customers/contractors as appropriate to the role.
9. Provide advice to managers and other customers on specialist service related matters, acting as a source of expertise.
10. Prepare and present information to various groups at all levels using the most effective means.
11. Produce and publish information to stakeholders as required, ensuring timely and accurate provision of information.
12. Supervision of staff as described above.



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13. Design and deliver training as appropriate to the project and role
14. Undertake research and collate evidence as required.
15. Involvement as appropriate in commissioning services and support.
16. To work within the County Council's project management framework.
17. 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.
18. Where the post is based within the Children's Services Directorate, responsibility for promoting and safeguarding the welfare of children and young people.

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

Reporting to: Appropriate Supervisor/Manager

### Other factors

Contacts and Relationships

- Provision of sound advice to colleagues and customers based on a knowledge of relevant legislation and best practice and of how the service should be delivered.
- Contacts are wide ranging and the role holder will be required to respond to and consider the needs of a range of stakeholders where issues are not always straightforward.

Work Demands

- Work involves changing priorities, circumstances and demands and the role holder will be required to manage projects by adapting and prioritising workload accordingly, moving to new areas of work as 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

Essential criteria are the minimum requirement for the above post.

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. Degree level qualification or equivalent in a relevant subject area.
2. NVQ 4/BTEC Higher or equivalent in Administration/Business Studies or significant experience of working at this level.
<b>Experience</b>
3. Extensive experience in a relevant role.
4. Proven experience of managing projects.
5. Experience of managing or supervising staff.
6. Proficient in a range of IT systems including Word, Excel and Powerpoint.
7. Proven experience of researching and producing documents and reports to a high quality standard.
8. Previous experience of working in a large organisation or local authority.
<b>Skills, abilities &amp; knowledge</b>
9. Good understanding of policy, legislation and developments in the field of work relevant to the function.
10. Knowledge of service requirements and developments regarding the specific service group.
11. Good understanding of the work of local authorities.
12. Good understanding of project management principles.
13. Knowledge of a range of IT systems, including Word, Excel and Powerpoint.
14. Ability to manage, motivate and co-ordinate workload of others.
15. Project management skills.
16. Ability to build and sustain good working relationships with people at all levels, both internal and external.
17. Excellent oral and written communication skills, including report writing and presentation skills.
18. Good negotiation skills with the ability to think creatively and problem solve effectively.
19. Ability to present timely information in a user-friendly and understandable format to all levels.
20. Ability to build up a good working knowledge of policy, legislation and developments in the field of work relevant to the function.
21. Ability to work with minimum supervision, to use initiative, prioritise and complete work under pressure.
22. High Level of ICT skills including excellent knowledge of word, Excel and Powerpoint.
23. Able to demonstrate tact and sensitivity when dealing with customers and to handle difficult situations.
<b>Behaviours</b>
24. <a href="#">Respect</a>
25. <a href="#">Responsibility</a>
26. <a href="#">Recognition</a>
27. <a href="#">One Team: Collaboration</a>
<b>Other</b>
28. Able to be flexible with an adaptable approach to work and conflicting demands and deadlines.



29. Able to undertake training as required.
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30. Able to fulfil the travel requirements of the post.
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## Desirable

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

<b>Qualifications/ training/registrations</b>
31. Project Management Qualification e.g. PRINCE 2.
32. ECDL or equivalent IT qualification.
33. Professional qualification relevant to the function.
<b>Experience</b>
34. Previous experience of delivering training.
35. Previous relevant experience in a similar function.
36. Previous experience of budget management.
<b>Skills, abilities &amp; knowledge</b>
37. Understanding of budgetary management.

<b>Approval</b>			
Manager		Date	

