

Job description

Job title: Project Officer

Grade: Dorset Grade 8

Job evaluation reference: ES602

Job family: Natural Environment

Purpose and impact

To lead the delivery of the project as specified in the context statement. The postholder is expected to perform a support role in delivery of a large project, requiring working with a wide range of stakeholders and partners, both internal and external. Full details of the nature of the project are available on the context statement.

Key responsibilities

1. To organise, facilitate and participate in project meetings/seminars, including sending out agendas, producing and circulating minutes.
2. To keep partners informed of progress on individual projects.
3. To undertake a range of project co-ordination duties which will include:
 - a. Developing and implementing project plans
 - b. Monitoring, reporting on and evaluating progress to ensure project aims are met within agreed timescales
 - c. Budget management and monitoring
 - d. Developing and promoting events, programmes of activities, information, training, resources and website.
4. To prepare and send out briefs for consultants for specific pieces of work, in conjunction with relevant partners
5. To work with Dorset County Council's systems to ensure effective communications, finance and administration.
6. To work with partners to produce detailed implementation plans for any sub-project.
7. To promote the project including termly newsletter for schools.
8. To develop and maintain key working relationships with internal and external partners as required.
9. To promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
10. 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.

Other factors

11. 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.



12. The post holder will be responsible for use of a laptop/personal computer, telephone, reference material, maps, and project and correspondence files
13. 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.
14. Very occasional site visits may be required.
15. The post holder will be expected to work with a range of internal and external stakeholders
16. The post holder will be expected to undertake an agreed programme of tasks.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process. We'll also use references to confirm that you meet the criteria for this role.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. A degree in a broad environment discipline	Application form
Experience	
2. Proven experience of coordinating projects in a related discipline.	Application form
3. Proven experience of producing documents and high-quality reports to a deadline.	Application form
4. Proven experience of project report-writing for funding bodies and statutory bodies (e.g. Defra, natural England, English Heritage)	Application form
5. Previous direct experience in a relevant role (as specified in the context statement).	Application form
6. Experience of partnership working	Application form
7. Experience of organizing events and activities	Application form
Knowledge, skills and abilities	
8. A sound and thorough understanding of related environment issues and practices	Interview Assessment
9. Knowledge of the main concepts relating to the field of work outlined in the context statement	Interview Assessment
10. Appropriate work experience in project management	Interview Assessment
11. Proven administrative skills	Interview Assessment
12. Excellent written, verbal and interpersonal communication skills, including presentation skills	Interview Assessment
13. IT skills including competence in handling word processing, spreadsheets and databases.	Interview Assessment
14. Self-reliance and ability to work on own initiative	Interview Assessment
15. Able to respond to changing priorities and demands within a project, including working to deadlines	Interview Assessment
16. Ability to build up a good working knowledge of policy and development in the field of work relevant to the function	Interview Assessment
17. Ability to build and sustain good working relationships with people at all levels, both internal and external.	Interview Assessment
Our values	



18. Respect	Interview Assessment
19. Together	Interview Assessment
20. Accountability	Interview Assessment
21. Openness	Interview Assessment
22. Curiosity	Interview Assessment
Other	
23. 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).	Application form
24. Depending on the nature of the project DBS clearance may be required. See Context Statement for details.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
25. A recognised qualification in a directly relevant environment discipline	Application form
Experience	
26. Familiarity with relevant project reporting systems	Application form
27. Familiarity with office systems such as photocopying, filing and emailing	Application form
28. Familiarity with financial reporting/SAP procurement systems	Application form
29. Previous experience of budget management	
Knowledge, skills and abilities	
30. A sound and thorough understanding of related environment issues and practices	Interview Assessment
31. A reasonable understanding of the role and remit of the organisation hosting the project	Interview Assessment
32. IT skills/experience in GIS systems and/or relevant databases	Interview Assessment
33. IT skills/experience in website content management systems	
34. Conflict resolution	
35. Team working	
Other	
36. A positive interest in the welfare and management of Dorset's environment	Application form

