

Job description

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| Job Title: | Project Officer |
| Grade: | Dorset Grade 8 |
| Job Evaluation Reference: | ES602 |
| Job Family: | Natural Environment |

Purpose and impact

1. To lead the delivery of the project as specified in the context statement
2. 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

3. To organise, facilitate and participate in project meetings/seminars, including sending out agendas, producing and circulating minutes.
4. To keep partners informed of progress on individual projects.
5. To undertake a range of project co-ordination duties which will include:
 - i. Developing and implementing project plans
 - ii. Monitoring, reporting on and evaluating progress to ensure project aims are met within agreed timescales
 - iii. Budget management and monitoring
 - iv. Developing and promoting events, programmes of activities, information, training, resources and website.
6. To prepare and send out briefs for consultants for specific pieces of work, in conjunction with relevant partners
7. To work with Dorset County Council's systems to ensure effective communications, finance and administration.
8. To work with partners to produce detailed implementation plans for any sub-project.
9. To promote the project including termly newsletter for schools.
10. To develop and maintain key working relationships with internal and external partners as required.
11. To promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
12. 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

Reporting to: The post holder will be required to work under the direct supervision of the line manager.

Responsibility for: The postholder will generally not be required to line manage other staff but may be required on occasion to supervise other staff on a day to day basis and allocate and/or check work (as specified in the context statement).



Other factors

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

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 coordinating projects in a related discipline. |
| 3. Proven experience of producing documents and 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) |
| 5. Previous direct experience in a relevant role (as specified in the context statement). |
| 6. Experience of partnership working |
| 7. Experience of organizing events and activities |
| Skills, abilities & knowledge |
| 8. A sound and thorough understanding of related environment issues and practices |
| 9. Knowledge of the main concepts relating to the field of work outlined in the context statement |
| 10. Appropriate work experience in project management |
| 11. Proven administrative skills |
| 12. Excellent written, verbal and interpersonal communication skills, including presentation skills |
| 13. IT skills including competence in handling word processing, spreadsheets and databases. |
| 14. Self-reliance and ability to work on own initiative |
| 15. Able to respond to changing priorities and demands within a project, including working to deadlines |
| 16. Ability to build up a good working knowledge of policy and development in the field of work relevant to the function |
| 17. Ability to build and sustain good working relationships with people at all levels, both internal and external. |
| Behaviours |
| 18. Respect |
| 19. Responsibility |
| 20. Recognition |
| 21. One Team: Collaboration |
| Other |
| 22. 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. |
| 23. Depending on the nature of the project DBS clearance may be required. See Context Statement for details. |



Person specification

Desirable

| Qualifications/ training/registrations | |
|---|--|
| 24. | A recognised qualification in a directly relevant environment discipline |
| Experience | |
| 25. | Familiarity with relevant project reporting systems |
| 26. | Familiarity with office systems such as photocopying, filing and emailing |
| 27. | Familiarity with financial reporting/SAP procurement systems |
| 28. | Previous experience of budget management |
| Skills, abilities & knowledge | |
| 29. | A sound and thorough understanding of related environment issues and practices |
| 30. | A reasonable understanding of the role and remit of the organisation hosting the project |
| 31. | IT skills/experience in GIS systems and/or relevant databases |
| 32. | IT skills/experience in website content management systems |
| 33. | Conflict resolution |
| 34. | Team working |
| Other | |
| 35. | A positive interest in the welfare and management of Dorset's environment |

| Approval | | | |
|-----------------|-----------|------|-----------------------------------|
| Manager | Kate Hall | Date | April 2014 (Updated October 2015) |

