

**DARLINGTON BOROUGH COUNCIL**

**DARLINGTON PARTNERSHIP**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Darlington Partnership Programme Officer</b>
<b><u>PAY BAND :</u></b>	<b>Band 9</b>
<b><u>JOB EVALUATION NO.</u></b>	<b>E3545</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>Reports to Darlington Partnership Director</b>
<b><u>JOB PURPOSE :</u></b>	<b>Darlington is a forward thinking borough which encourages ambitious thinking to deliver our vision of One Darlington Perfectly Placed, a growing economy that works for everyone.</b>  <b>This role will assist the Darlington Partnership to develop and deliver projects to deliver a Fairer Richer Darlington, as part of the delivery of our Sustainable Community Strategy.</b>
<b><u>POST NO.</u></b>	<b>POS008277</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>

**MAIN DUTIES/RESPONSIBILITIES**

1. To develop and implement projects as part of the delivery of our Sustainable Community Strategy.
2. To manage project activity within the defined governance arrangements and ensure that best practice is maintained through all aspects of delivery, review, consultation and communication.
3. To work in partnership and develop effective working relationships with council Services, the combined authority, local anchor institutions, voluntary and community organisations, and businesses to help facilitate Fairer Richer Darlington.
4. To support projects to develop robust business cases, maximising the opportunities to secure additional funding and commercial returns where possible.
5. To capture, interrogate and analyse data and intelligence to inform service delivery and decision making.
6. To prepare and present reports to elected members, senior officers, and other interested parties as appropriate.
7. To manage information, communication and technology effectively.

8. To make a positive contribution in delivering service improvements.
9. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
10. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
11. Carry out your role in line with the Council's Equality agenda.
12. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
13. Any other duties of a similar nature related to this post that may be required from time-to-time.
14. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: August 2019

**DARLINGTON BOROUGH COUNCIL**  
**PERSON SPECIFICATION**  
**DARLINGTON PARTNERSHIP**  
**DARLINGTON PARTNERSHIP PROGRAMME OFFICER**  
**POST NO. POS008277**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	<b>Qualifications &amp; Education</b>		
1	Educated to degree level <i>or</i> equivalent substantial demonstrable level of knowledge gained through directly relevant works experience		D
2	A recognised project management qualification		D
3	GCSE's Grade A to C including Maths and English (awarded pre 2017) GCSE's Grade 9 to 4 including Maths and English (awarded 2017 onwards) Functional Skills Level 2 in English and Maths		D
	<b>Experience &amp; Knowledge</b>		
4	Track record of project initiation, implementation and delivery.	E	
5	Approximately one years' experience of managing a varied and demanding workload / ability to prioritise due to changing circumstances.	E	
6	At least 3 years' experience of delivering projects within a defined budget and timeframe.	E	
7	Ability to participate effectively in all aspects of project delivery and work within a structured project delivery governance framework.		D
8	Experience of appointing and overseeing external and internal technical consultants.		D
9	Demonstrable experience of working as part of a multi-disciplinary team and represent the organisation in a professional manner.		D
	<b>Skills</b>		
10	Ability to communicate effectively both orally and in writing to a wide range of audiences (including the ability to write clear and concise reports and presentations)	E	
11	Proven competency to collate, interpret and communicate complex technical information.	E	
12	IT literate with experience of working with Microsoft Office applications (Word, Excel, Outlook).	E	
13	Experience in consulting and engaging with Elected Members, external organisations, businesses and the wider community.		D
14	Ability to present information in a logical and systematic manner		D
	<b>Personal Attributes</b>		
15	Ability to form and maintain relationships	E	
16	Committed to high standards of customer service	E	
17	Ability to manage sensitive and confidential information, and knowledge of the General Data Protection Regulation (GDPR) and data security, where relevant.		D
	<b>Special Requirements</b>		
18	Flexible approach to working time arrangements to meet service requirements to incorporate limited evening and weekend meetings as required.	E	
19	Capable of independent travel to carry out the requirements of the post	E	