

Northumberland County Council
JOB DESCRIPTION

Post Title: Projects Officer (Employability)		Director/Service/Sector: Economy and Regeneration Service		Office Use
Grade: Band 6		Workplace: County Hall, Morpeth		JE ref: 3653
Responsible to: Economic Advisor (Employability)		Date: 22.01.20	Lead & Man Induction:	
Job Purpose: To provide comprehensive support to professional staff in the provision of employability project development and delivery , particularly with regard to the provision of timely and accurate information, the development of policies and business cases, and the management of contracts and relations with external partners.				
Resources	Staff	May act as a mentor/supervisor for professional trainee and technical support staff on particular projects. Contribute to programming and managing the workload of the unit. Supervision of sub-consultants and external contractors.		
	Finance	Shared responsibility for certain elements of the Economy and Regeneration Service budget associated with particular projects and contracts. Responsible for the accurate production and management of data to inform budget setting and monitoring.		
	Physical	Develop, manage and maintain relevant databases, registers and business systems that support the effective operation of the unit. Shared responsibility for the administrative and technical data resources of the unit, including the security, maintenance and accurate update relevant records. Assisting the acquisition and deployment of goods and services for project delivery. Ensure effective capture and processing of relevant data.		
	Clients	Members, parish councils, local bus and rail operators, external organisations. Deal with complaints and Freedom of Information requests as they arise. Ensure compliance with relevant legislation, Council policies and procedures.		
Duties and key result areas:				
<ol style="list-style-type: none"> 1. To provide practical, logistical support for the effective delivery of the variety of activities, projects, and events that the Economy and Regeneration Service undertakes with regard to employability and to play a full part in the monitoring and evaluation of those activities, projects, and events 2. To undertake relevant information analysis as required, including undertaking surveys involving the collection, input and extraction of data into and from databases and websites, and compile intelligence reports for publication 3. To support the holding of partnership and public meetings aimed at engaging stakeholders, communities and businesses in the Council's Employability Programme, including those associated with the External Partnerships 4. To produce accurate and up-to-date information reports, and promote their findings through bulletins and briefing meetings with appropriate stakeholders 5. To provide analytical support, where appropriate, to enable data and information to be used more effectively, including assisting this work through the collection, collation and cleaning of raw data as required 6. To establish and maintain relevant information systems, including profiling tools, tender lists, databases, analysis software (e.g. SNAP, SPSS), geographical information systems, and market testing tools 7. To ensure that the Council's input to regional and national databases and gazetteers is maintained within agreed standards for completeness and timeliness 8. To provide professional advice and develop constructive working relationships with senior managers and support staff across the Council in collecting, collating and analysing relevant information 9. To be informed and report to management on developments and technology with regard to employability information and insight 10. To effectively deliver and deal with service enquiries or, where appropriate, direct service users and the public, to sources of information, that satisfy the client's needs and safeguard their interests; whilst ensuring this is undertaken in accordance with the service's established procedures and quality standards. 11. To manage the content and updating of the dedicated Service's and Partnerships's web pages as a vehicle for communicating and promoting its work on employability to both internal and external audiences 12. To provide professional technical and financial advice to MP's, Elected Council Members, Area Committees, Senior Managers and users regarding delivery of specific construction projects, studies, research or investigation 13. To assist to monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations 14. To assist senior professionals with financial and project management and monitoring for individual projects and contracts including those promoted by other departments 				

and external clients

15. To act as the first point of contact, effectively handling enquiries and providing appropriate information in relation to the Employability and Regeneration service's activities
16. To inform the development of the Council's Economic Strategy and associated employability Strategies
17. To undertake specific professional and service related projects or delivery initiatives in accordance with given terms of reference or objectives
18. To identify opportunities and provide support for funding bids, grant applications and claims relating to externally funded projects and initiatives
19. To assist in the supervision and mentoring of any apprentices or trainees
20. To comply with all Health and Safety, Environmental and Financial legislation including compliance with personal technical competency requirements and project compliance under the CDM 2007 Regulation
21. To contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues
22. To maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures
23. To assist with the interpretation, explanation and enforcement of statutory and County Council regulations ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions through negotiation
24. To contribute fully to the planning, delivery, monitoring and recording the outcomes of the Service Plan
25. To adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high quality services
26. Other duties appropriate to the nature, level and grade of the post. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis

Work Arrangements

Physical Requirements	Predominantly sitting but occasional requirement for lifting heavy weights.
Transport requirements:	Travel to work sites, area offices or training venues throughout the County and further a field on occasion.
Working patterns:	Normal office hours but flexi-hours apply. Some standby or call out arrangements may apply. Frequent programmable outdoor work
Working conditions:	Regular exposure to outdoor working, lone working, adverse weather conditions, hazardous highway environments and construction sites, including working at height, in water, confined space and negotiating rough terrain.



PERSON SPECIFICATION

Post Title: Projects Officer (Employability)	Director/Service/Sector: Economy and Regeneration Service	Ref:3653
Essential	Desirable	Assess by
Qualifications and Knowledge		
NVQ Level 4 or equivalent standard in a relevant subject. Qualification in a subject illustrating competence in data handling A good level of theoretical, practical and procedural knowledge relating to both performance and budget management Sound knowledge of research, information and intelligence issues and techniques An active awareness of and interest in the work of the Policy and Research team. An understanding of sound project and/or task management principles.	A degree or relevant professional or technical qualification Actively undertaking ongoing continuous professional/personal development. Understands the diverse functions of a large complex public organisation. Understands the relationship between costs, quality, customer care and performance.	
Experience		

<p>Experience of applying research techniques and models, including the undertaking of surveys and data acquisition</p> <p>Experience of having undertaken tasks/projects</p> <p>Recent experience in giving advice and counselling service users.</p> <p>Experience in organising and scheduling work, resources and/or events</p> <p>Experience of providing practical support to ensure the successful delivery of projects, events and activities.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p>	<p>Experience in a particular specialist area of relevance.</p> <p>Experience in project management.</p> <p>Experience of working with the public, voluntary and community, and business sectors</p> <p>Experience of preparing, considering and submitting work proposals and specifications</p>	
<p>Skills and competencies</p>		
<p>Able to undertake analysis, draw appropriate conclusions and present these to an audience</p> <p>Effective IT skills and able to use ITC to achieve work objectives.</p> <p>Prepares written, verbal and other media that are rational, convincing and coherent.</p> <p>Able to work independently and take the initiative</p> <p>Adopts a collaborative approach to work.</p> <p>Effectively expresses own views using appropriate means depending upon the audience.</p> <p>Numerate and skilled at analysing/reasoning with complex business related statistics.</p> <p>Applies a methodical approach to problem solving.</p> <p>Good negotiation skills and able to persuade others to an alternative point of view.</p> <p>Remains calm and logical in stressful and difficult situations.</p>	<p>Advanced IT skills</p> <p>Has a professional approach to project/task management</p>	
<p>Physical, mental, emotional and environmental demands</p>		
<p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Need to maintain general awareness with lengthy periods of enhanced concentration.</p> <p>Some contact with public/clients in dispute with the County Council.</p> <p>Some exposure to working outdoors.</p>		
<p>Motivation</p>		
<p>Dependable, reliable and a good timekeeper.</p> <p>Demonstrates and encourages high standards of honesty, integrity, openness and respect for others.</p> <p>Helps to create and encourage a positive work culture, in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated.</p> <p>Tackles problems systematically.</p> <p>Able to work with minimum supervision and manages own time effectively.</p>		
<p>Other</p>		
<p>Able to meet the transport requirements of the post</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits