



# South Tyneside Council

## REGENERATION AND ENVIRONMENT

### JOB DESCRIPTION

**POST TITLE:** Project Officer (LGA Coastal SIG)

**GRADE:** Band 6

**RESPONSIBLE TO:** Operations Manager - Environmental Protection

#### Overall Objectives of the Post:

To effectively contribute to the work of Development Services in ensuring that South Tyneside is a clean and attractive place to live and visit, that it is safe and helping to create communities where people are healthy, and in particular to ensure effective management and protection of the local environment. To effectively contribute to delivering the work of the LGA Coastal SIG.

#### Key Tasks of the Post:

##### **1. You will work to achieve the overall objectives by:**

- Taking ownership of delivering the secretariat function of the LGA Coastal SIG.
- Being responsible for producing clear, well-structured reports, briefings and consultation responses as directed by the Lead Officer.
- Contributing towards delivering the Forward Work Plan by liaising with key members, officers and partners.
- Delivering specific projects linked to working groups e.g. Coastal Adaptation, Flood and Coastal Erosion Risk Management, Beach Safety, Coastal Communities, Bathing Waters.
- Resolving problems that arise through complex projects/situations.
- Managing seed funding for projects of national significance.
- Professionally liaising with Members and officers of the SIG, along with partners and external agencies.
- Taking ownership of the organisation and delivery of external meetings, conferences and events.
- Delivering specific tasks as required and contributing towards policy formulation linked to the operation of the LGA Coastal SIG.
- Managing invoices and interfacing with the Finance Team to fulfil the treasury role.
- Contributing to the ambitious approach of the team once challenges have been identified.
- Working as part of the Environmental Protection Team, helping and supporting all colleagues and partners in the delivery of excellent services.
- Reporting directly to the Lead Officer.

**2. You will consistently demonstrate the personal qualities and behaviours required of a Project Officer. You will:**

- Carry out all of your work to the highest professional standards and in accordance with the Council's policies and procedures in order to provide an excellent standard of service to the Council's customers and to enable the Council to meet its objectives.
- Take responsibility and accountability for your performance.
- Work in a positive and co-operative manner with other members of the team.
- Treat fellow team members, customers and colleagues with respect and dignity.
- Reflect the Council's values in daily contact with partners, stakeholders and customers.
- Recognise the achievements of team members and effectively deal with poor performance.
- Be a champion for Development Services and a source of support and encouragement for colleagues.
- Demonstrate excellent problem-solving abilities, an attitude towards delivering service goals and a pragmatic approach to daily tasks.
- Consistently strive towards making a difference in the quality and impact of services delivered by the Service.
- Effectively work with colleagues across Development Services to exploit opportunities for greater synergies and efficient ways of working.
- Contribute positively to team meetings
- Demonstrate total professionalism, propriety and value equality and diversity

You are expected to have a flexible approach to your working hours which will include attending some national meetings

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: LT/KDS

Date: 10/11/2020