

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title: Projects Officer</b>		<b>Director/Service/Sector:</b> Economy and Regeneration Service		<b>Office Use</b>
<b>Grade:</b> Band 6		<b>Workplace:</b> County Hall, Morpeth		<b>JE ref: 3941</b>
<b>Responsible to:</b> Senior Programme Officer		<b>Date:</b> August 2021	<b>Lead &amp; Man Induction:</b>	<b>HRMS ref:</b>
<b>Job Purpose:</b> To provide comprehensive support to professional staff in the provision of regeneration 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. This post is co-funded by the council and the Department for Levelling Up, Housing and Communities (DLUHC) through to March 2025 with potential to extend (subject to funding).				
<b>Resources</b>	Staff	May act as a day to day supervisor for programme admin support staff and technical support staff across capital programmes and 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. Co-ordination and verification of assigned project budgets and payments to suppliers in conjunction with the Regeneration Finance and Performance Team.		
	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, town councils, local bus and rail operators, external networks and organisations. Co-ordinate governance arrangements for relevant programmes, leading on the operation and support of specific NCC project and programme boards and the private sector-led Blyth Town Deal Board. Ensure compliance with relevant legislation, Council policies and procedures.		

**Duties and key result areas:**

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 regeneration delivery 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 co-ordinating surveys/consultation involving the collection, input and extraction of data into and from databases and websites, and compile intelligence reports for publication
3. To co-ordinate internal programme and workstream meetings, partnership and public meetings and events aimed at engaging stakeholders, communities and businesses in the Council's Regeneration Programme, including those associated with the delivery of priority projects.
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, tender lists, databases, analysis software, geographical information systems, and project management systems
7. To provide a full project support service to underpin delivery of regeneration programmes, including developing and updating a range of templates to enable performance monitoring eg; risk registers, programme plans, budget reports, action logs, including those required for external funders
8. To provide professional advice to 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 regeneration delivery 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 web pages as a vehicle for communicating and promoting its work on regeneration delivery to both internal and external audiences
12. To support the provision of advice and information to MP's, Elected Council Members, Area Committees, Senior Managers and users regarding delivery of regeneration 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 specific regeneration programmes
16. To inform the development of both the Council's Economic Strategy and associated place-based 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 workload management of administration and support staff, where assigned to priority projects
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, training or event venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours but flexi-hours apply. Occasional programmable outdoor work

#### PERSON SPECIFICATION

<b>Post Title: Projects Officer</b>	<b>Director/Service/Sector: Economy and Regeneration Service</b>	<b>Ref: 3941</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
NVQ Level 4 or equivalent standard in a relevant subject. Qualification in a subject illustrating competence in business/public administration A good level of theoretical, practical and procedural knowledge relating to both performance and budget control Sound knowledge of governance arrangements that underpin regeneration delivery An active awareness of and interest in the work of the Regeneration Service. 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.	
<b>Experience</b>		
Experience of working in regeneration delivery in a support capacity	Experience in a particular specialist area of relevance.	

<p>Experience of having worked in a project management environment including supporting the development and updating of a range of project documentation and reports</p> <p>Recent experience in co-ordination of complex governance arrangements</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 relationships and partnerships.</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>	
<b>Skills and competencies</b>		
<p>Able to undertake analysis, draw appropriate conclusions and present these to an audience</p> <p>Effective IT skills and able to use ICT 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>Able to follow instructions and implement procedures related to project support without supervision</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>	
<b>Physical, mental, emotional and environmental demands</b>		
<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>Occasional exposure to working outdoors or at event venues.</p>		
<b>Motivation</b>		
<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>		
<b>Other</b>		
<b>Able to meet the transport requirements of the post</b>		

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