 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Finance, Development & Regeneration		Service Area: Inclusive Growth & Development
JOB TITLE: Principal Project Officer		
GRADE: M		
REPORTING TO: Asset Strategy Manager		
1.	JOB SUMMARY: Under the direction of the Asset Strategy Manager, take a lead on the development and delivery of place related programmes and projects to achieve the Council's priorities for Inclusive Growth and Development.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	To manage the delivery of capital and other place development projects and to ensure successful outcomes by operating effectively in the role of Principal Project Manager under the direction of the Asset Strategy Manager.
	2.	To manage all assigned project staff, budgets and services efficiently, effectively and in accordance with the Council's policies and procedures.
	3.	To identify, describe and manage interdependencies between projects within a complex programme of activity.
	4.	To review, maintain and monitor systems for the delivery of programmes and projects within an agreed project management framework.
	5.	To project manage, monitor and evaluate programmes and projects including the financial monitoring of project budgets.
	6.	To work collaboratively with internal and external partners to ensure a cohesive and efficient approach to defining, developing and delivering priorities, plans and schemes to successfully achieve Inclusive Growth outcomes
	7.	To support the Place Development Manager on strategic issues with Members and prepare reports to Cabinet, Council and committees as required.
	8.	To assist in managing the development and delivery of appropriate risk management strategies and to establish associated risk management systems and procedures ensuring it is co-ordinated with the Council's corporate risk register.
	9.	To maintain awareness of funding opportunities and to oversee and prepare bids for external funding for projects as relevant.
	10.	To manage all project activity within defined governance arrangements and ensure that best practice is maintained through all aspects of delivery, review, consultation and communication.
	11.	To assist in the preparation and presenting of reports to Cabinet, Council and committees as required.
	12.	To support the wider economic growth & development role of the service, Council and Tees Valley Combined Authority, to be successful.

	13.	To have a sound knowledge of statutory powers and guidelines governing your work area.
	14.	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)



PERSON SPECIFICATION

Job Title/Grade	Principal Project Officer	M
Directorate / Service Area	Finance, Development & Regeneration	Inclusive Growth & Development
Post Ref:	31175 (Current Ref)	


	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> - Educated to degree level or equivalent in a directly relevant subject area. - Membership of relevant professional body or equivalent demonstrable level of relevant work related experience. 	<ul style="list-style-type: none"> - A recognised programme or project management qualification is desirable but not essential. 	Application form
Experience	<ul style="list-style-type: none"> - Experience in managing programmes, projects to successful completion. - Experience in financial monitoring. - Experience in appointing and overseeing external and technical consultants - Experience of identifying funding opportunities and preparing external funding bids. - Experience in maximising the contribution of team members. - Experience in making presentations in a public setting and at board/committee meetings. 		Application / Interview

	<ul style="list-style-type: none"> - Experience of working in a complex political environment. - Experience in decision making covering complex and varied service issues. - Experience of promoting positive cultural change. - Experience of implementing improvements to services and demonstrating outcomes. - Experience of delivering positive media messages. 		
Knowledge & Skills	<ul style="list-style-type: none"> - Ability to understand, describe and manage interdependencies between projects within a complex programme of activity. - Ability to set and work to deadlines effectively. - Ability to appoint and oversee external and internal technical consultants. - Ability to lead a team of professional staff engaged in the particular service area for the Authority. - Ability to lead and manage programmes and projects within a structured framework or methodology - Ability to capture, interrogate, analyse and interpret complex data and information from a range of sources and use it effectively to inform service priorities and improvements - Ability to work in partnership across the public and private sectors. - Ability to develop and implement service policies and strategies within a political environment. - Ability to demonstrate customer sensitivity and awareness. 	<ul style="list-style-type: none"> - An understanding of the funding and financial issues relevant to the development of projects. 	

	<ul style="list-style-type: none"> - Ability to implement policy changes within specified timescales and political and financial constraints. - Ability to prioritise service issues and to balance implementation between personal involvement and delegation to others. - Knowledge of business-related activities. - Good understanding of business needs. - Ability to manage and control budgets. - Familiarity with, and ability to adapt to, Information Technology requirements. - Ability to identify areas of improvement, integration or direction through performance management. - Ability to identify and deliver positive communication messages through a variety of media. 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> - Demonstrate the Council's Behaviours which underpin the Culture Statement. - Awareness of the wider economic situation, locally and nationally. - Ability to positively promote the Council and the Inclusive Growth, Planning & Development Service. - Ability to think widely and solve complex problems logically. - Ability to communicate both orally and in writing with a wide range of people and organisations. - Confidence to implement innovative solutions and to challenge traditional thinking. - The personal demeanour and credibility, which inspires confidence and motivates colleagues and businesses. - High personal standards and self-discipline in working to deadlines. 		Application / Interview

	<ul style="list-style-type: none">- The ability to benefit from training relevant to the post.- Highly motivated, energetic, winning, not easily discouraged.- Ability to build positive relationships with stakeholders and partners.		
Other requirements	<ul style="list-style-type: none">- Must be able to vary working hours to incorporate evening and weekend meetings as required- Due to the frequent need for travel across the borough and the need to meet business targets, the need to drive a car is a requirement of this post		

Person Specification dated September 2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Finance, Development & Regeneration	SERVICE AREA: Inclusive Growth & Development
JOB TITLE: Principal Project Officer	
GRADE: M	
REPORTING TO: Place Development Manager	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear hearing protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Prolonged or frequent exposed to hazardous substances such as machine generated wood dust, other heavy or excessive concentrations of mineral dust, solder flux or tar.	No
Potential exposure to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Food handling and preparation	No
Will require a health assessment for regular night working	No
Will be using Display Screen Equipment	Yes
Other known risks – please detail	N/A
No known risks associated with this role	No

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:

Date: