

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Adults, Health & Wellbeing		Service Area: Housing & A Fairer Stockton-on-Tees
JOB TITLE: Project Co-ordinator		
GRADE: M		
REPORTING TO: Strategic Lead –FSOT & Community Engagement		
1.	JOB SUMMARY: - To coordinate and contribute towards the shaping of the development and delivery of the Fairer Stockton-on-Tees strategic framework in 2021 – 2031 - To project manage the successful delivery of programmes and projects which contribute towards the overall Council plan and vision.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	To coordinate, lead and project manage projects which contribute towards the delivery of the Fairer Stockton-on-Tees Strategic Framework to reduce inequalities in the borough.
	2.	To work with senior colleagues and elected members within SBC, external partners across the region and national organisations to consider, develop and implement innovative approaches and action plans to tackling poverty and inequalities in Stockton-on-Tees.
	3.	To identify, build strong and effective communication and ongoing engagement with a wide range of stakeholders to deliver set objectives.
	4.	Ability to provide specialist support and advice to senior officers and elected members including briefing notes, report writing and action trackers.
	5.	To establish and support governance arrangements including the recruitment of members, preparation of agendas, accurate notetaking and oversight of progress.
	6.	To research and develop practice in relation to poverty and inequalities to support including conducting detailed research and briefing of relevant parties on programme developments.
	7.	Develop and maintain operational links with partner agencies and to ensure effective multi-agency working and the alignment of approaches. Represent the Council at linked partnerships, groups and meetings.
	8.	Ability to interpret statistical data to inform possible changes to service delivery.
	9.	Manage and control individual project budgets and expenditure forecasts under managerial direction, providing updates on a regular basis.
	10.	To contribute to, and lead where required, the development of project proposals, option appraisals and business cases to support the implementation of key strategies.

3. ☐ GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of M 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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

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)	Haleem Ghafoor		26/08/26
Job Description agreed by: (Post holder)			

Job Description dated 26/08/26

PERSON SPECIFICATION

Job Title/Grade	Project Coordinator		M
Directorate / Service Area	Adults, Health & Wellbeing		Housing & A Fairer Stockton-on-Tees
Post Ref:			
	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	- Educated to degree level or equivalent in a directly relevant subject area - Evidence of continuing professional development	Relevant qualification	Application form
Experience	- Experience of actively identifying and developing opportunities for partnership working - Significant experience of working in across external and internal partnerships - Experience of planning, managing and delivering projects and work programmes effectively and efficiently. - Experience of working within a performance management and quality assurance framework. - Experience of working in a political environment	- Area based regeneration - Working with disadvantaged communities - Understanding of the local context including the role of the VCSE sector. - Setting up new initiatives	Application / Interview

Skills	• Organisational skills • Ability to work on own initiative • Partnership working • Excellent communication skills, both written and oral. • Report writing • Ability to present on behalf of the wider team at networks, group meetings and events • Ability to take quality, concise meeting notes and identify actions. • Emotional resilience	• Managing budgets • Managing strategic and operational roles and activity	Application / Interview
Specific behaviours relevant to the post	• Demonstrate the Council's Behaviours which underpin the Culture Statement. • Motivation of others / leadership • Good team player • A commitment to anti-discriminatory practice • The ability to manage challenging situations and work with challenging behaviours and attitudes		Application / Interview
Other requirements			Application / Interview

Person Specification dated **23/02/23**

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Adults Health & Wellbeing	SERVICE AREA: Housing & A Fairer Stockton on Tees
JOB TITLE: Project Co-ordinator	
GRADE: M	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: Strategic Lead – Fairer Stockton-on-Tees	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		
Working at Heights - Safety Critical: Employee will be required to work at a height .		
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		
Lone Working (including Home Working): Employee will be required to work alone.	x	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>		
Any Other: Please identify any other known risks associated with this job role.		

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: H Ghafoor

Date:

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk