

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Project Co-Ordinator

Public Health, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

As Project Co-Ordinator within the Wider Determinants Team, you will be expected to provide comprehensive and effective support for the delivery of the distribution of Household Support Fund Grant across West Northamptonshire.

Supporting the Senior Responsible Officers, the Project Co-Ordinator will be expected to undertake a wide variety of tasks supporting the day to day running of the project as well as regularly reviewing and improving delivery through lessons learned. This will include communicating with customers and stakeholders, financial reconciliation, timely delivery of each project stage, investigation, analysis, and decision making and reviewing grant applications.

Accountable to:

This role will report to the Public Health Practitioner for the Wider Determinants of Health. The role sits within Public Health, part of the People Directorate in West Northamptonshire Council.

Responsibilities:

1. To provide high quality administrative and project management support to the Programme, including process development, performance monitoring and adherence to project plans, preparation of materials for meetings, financial reconciliation, and provision of project updates, reporting milestones and deliverables.
2. To effectively manage and prioritise multiple Programme workstreams in a high workload and politically sensitive environment.
3. To undertake research, data collection and analysis to support rationale for delivery of the Programme and contribute to the presentation of findings (either verbally or in writing) to the wider project team and key stakeholders.
4. To identify opportunities to improve and/or simplify business processes and seek to remedy these through the development of options and recommendations, for decision making by the Senior Reporting Officer.
5. To appropriately deal with project enquiries in a responsive and professional manner and ensure Teams workspaces and project intranet pages are developed, maintained, organised and comprehensive.
6. To act as a point of leadership, contact, support and resolution for Partner Agencies and delivery teams with any day-to-day queries and operations.
7. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
8. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

9. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Effective interpersonal, presentation, facilitation skills and ability to influence and persuade others and to deliver results	E	A/I
Able to plan, organise and prioritise work in collaboration with partner organisations to meet targets and competing deadlines	E	A/I
Able to analyse and interpret complex information, legislation and data and make sound professional judgements.	E	A/I
Able to lead multi-agency meetings and deliver across a range of partnerships	E	A/I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A

Knowledge:	Essential / Desirable	Measured by
Establishing and managing cross sector strategic partnerships.	E	A/I
In depth knowledge of public health priorities including demonstrable knowledge of these at a county and locality level and of the strategies which impact on these outcomes.	E	A/I
Familiarity and confidence in the use of MS Access, MS Excel and Finance systems and platforms.	E	A/I

Relevant experience:	Essential / Desirable	Measured by
Demonstrable experience in working successfully with internal and external partners to achieve shared outcomes.	E	A/I
Experience of delivering positive outcomes and improvements through partnership working and development with the VCS	E	A/I
Proven experience in managing performance monitoring and evaluation systems and processes	E	A/I
Experience in providing supervision to own profession and develop team and individual plans.	E	A/I
Demonstrable experience at bringing about service improvement as to meet agreed performance indicators within a specialist environment.	E	A/I
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	E	A/I
Experience in reviewing grant applications and balanced financial judgements against defined criteria.	E	A/I
Experienced in financial reconciliation, monthly reporting and year end reporting.	E	A/I

Experience interrogating the Searchlight Database supplied by Department of Work and Pensions	E	A/I
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Education, training and work qualifications:	Essential / Desirable	Measured by
Degree or equivalent – Health or related discipline	E	A/I
Postgraduate qualification	D	A/I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include:

Standard Disclosure and Barring Service check

Day-to-day in the role:

Hours:	37	Primary work base:	ONE Angel Square
Job family band:	PS07	Worker type:	Part-flexible
Salary range:	£36734 - £39278	Budget responsibility:	tbc
People management responsibility:	Yes		

Working conditions & how we work:

We are open to discussions about flexible working.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

