# Image of North Northamptonshire Council logo

# Job Description and Person Specification

## Job details

**Job title:** Project Officer

**Grade:** 7

**Reports to**: Programme Manager

**Directorate and Service area:** Assets & Environment - Capital Projects

## Purpose of the job

To plan and deliver projects that range from £25k to £10M of which many can be considered complex projects due to the variety of internal/external stakeholders - funders, services, end users, clients and developers.

To lead projects managing external consultant design teams and contractor delivery teams. Responsibility for the delivery of multiple projects at one time across a variety of area, education, care, leisure, assets, communities, ensuring objectives are delivered realising all benefits with full governance observed.

## Principal responsibilities

1. **Project Management**. Delivery of a suite of projects from brief through design and delivery. Procuring contractors, initiating, a project, planning, executing, managing, and closing the project to achieve specific targets to the agreed timescales.
2. **Stakeholder Management**. Develop effective, relationships with stakeholders and partners, both internal and external to the council and to ensure that the councils programme of capital projects are delivered to specification, on time and within budget.
3. **Governance**. To work within the legal requirements, policies, financial procedures, governance, procurement, framework rules and adhering to the recommended practice to protect the council from risk. Ensuring that all members of the project team are fully conversant with those parameters and approvals are sought at the required steps in the process.
4. **Risk & Issue Management.** Develop and manage the project risk and issues registers, regularly monitoring and updating these to ensure the risks are managed.
5. **Finance**. Providing monthly monitoring and forecasting, managing the accounting process from setting up the supplier to receipting invoices and monitoring payments to suppliers including value engineering where there are budget constraints or issues impacting the budget.
6. **Procurement**. Responsibility for the end-to-end process of procurement for the project including tendering, selection and awarding of the contract for the specialist roles and the principal contractor.
7. **Leadership**. Motivating, managing and setting parameters on the project such as time, cost and quality roles & responsibilities within the project team.
8. **Reporting**. To report to the necessary project boards and stakeholders providing advice on required solutions to issues that have arisen during a project. To report accurate, up to date information to the relevant parties as and when required.
9. **Communication.** To develop a communication plan to ensure effective communication with all stakeholders and the project team is maintained as set out throughout the project. This should establish the methods of communication based on the receiver’s requirements.
10. **Agile.** Be agile and flexible enough to adapt the project ensuring the project has flexibility within its parameters to allow for change should the strategy, regulations or outcome require change during the delivery of the project.

## General responsibilities applicable to all jobs

* Demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
* Comply with the Council’s policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
* Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
* Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Degree level e.g. BA HNC, HND, NVQ level 4 or equivalent experience.  Relevant project management qualification or equivalent or significant experience. |  |
| Experience and Knowledge | Knowledge and experience of project management concepts and methodologies and when to appropriately use them.  Proven experience of identifying critical timelines, time constraints, resources and reporting/monitoring mechanisms.  Experience of undertaking procurement, tendering, evaluating, awarding and monitoring contracts etc.  Experience of successfully managing contracts including performance and providing clear constructive feedback to consultants or contractors using agreed targets and timescales.  Experience of the management of capital projects of varying financial levels from £25k to £10m.  Demonstrable understanding of how to develop business cases, funding submissions, project documentation and monitoring budgets on projects.  Knowledge of ICT capabilities to meet business needs.  Awareness of the National and Local Government agenda, current issues and challenges. |  |
| Ability and Skills | Proven ability to communicate at all levels with a variety of stakeholders. Including challenging, negotiating and agreeing of objectives and funding issues.  Ability to take the lead, engage and motivate a team of people to deliver a set of clear targets and expectations.  Ability to manage projects, producing all necessary documentation and successfully manage change in working practices as a result of a project.  Ability to effectively plan and manage complex project budgets and resources including forecasting, monitoring and reporting.  Demonstrable ability to interpret and understand drawings/plans  Proven ability to work under pressure, to tight deadlines and to manage your own workload including the ability to manage several projects at once.  Demonstrable evidence of written and oral communication skills to ensure information is provided in an appropriate manner relevant to the target audience.  Demonstrable evidence of organisational and planning skills with a flexible approach towards achieving targets and goals. |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |