**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Project Officer  | **Grade**: PO2 |
| **Section:** Resident Engagement  | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Programme Manager | **Responsible for following staff:**n/a |
| **Post Number/s:** | **Last review date:**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

The Project Officer will work alongside the Senior Project Officer to support the Programme Manager on a range of high-profile and complex development programmes within Richmond and Wandsworth. The overall aim of the programmes is to improve the physical fabric of both boroughs; specifically, Twickenham Riverside, Ham Close Uplift, Elleray Social Centre projects and others as agreed.

The projects which fall within the Programme Team are characterised by their high levels of stakeholder involvement and importance to the Council’s corporate aspirations.

**Specific Duties and Responsibilities**

To build strong partnerships and collaborate with key stakeholders to ensure the most effective delivery of projects.

This role will provide support across specified projects to ensure delivery of key Council programmes. This will include acting as the client and working closely with other Council teams such as Project Management Office, Property and Parks to ensure that the strategic vision for each programme is delivered. This will also include the associated communications and engagement activity with key stakeholders and Council Members.

The post will be responsible for ensuring that proper governance and processes are established and implemented for each project, and responsibilities may include chairing key Project Board meetings, preparing presentations and/or project reports, or managing resident consultations.

The post holder will be expected to attend events outside of normal working hours and at weekends during consultation periods and where required.

**Specific Duties and Responsibilities**

The key responsibilities for the post are listed below:

* Responsible for day to day management and supervision of key strategic projects including Twickenham Rediscovered, Ham Close Uplift, Elleray Social Centre projects and others as required.
* To support the Programme Manager with the planning, design and project management of the programmes listed to ensure effective delivery of key strategic aims.
* To ensure high standards of work are maintained and projects are completed to time and budget.
* To work with the wider team to deliver the communications and engagement work streams for key programmes listed and others as agreed. Including the management of programme micro-sites and Council website updates.
* Responsibility for delivering engagement events, in conjunction with partners, for key stakeholders, including residents and responding directly to queries from members of the public on sometimes contentious projects and programmes.
* Support the management of interdependencies between the separate work streams / activities across programmes.
* Responsibility for drafting and agreement of programme documentation (including developing, implementing and monitoring the programme plan) and update reports / briefings for Programme and Sponsor Boards, working with the Programme Manager.
* Responsibility for invoice processing and setting up systems for the proper recording of expenditure and budget monitoring.
* Organise own workload and prioritise work tasks to meet deadlines and respond flexibly to frequently changing needs and priorities across several work streams / projects simultaneously.
* Support the Programme where directed, act as key liaison officer between external contractors and / or consultants (third parties) to the various programmes.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

Will require evening and weekend work during consultation periods and for one off events.

**Team structure**

Reporting to the Programme Manager, within the Resident Engagement Team within the Chief Executive’s Department.

**Person Specification**

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| **Post Number/s:**1 | **Last review date:**  |

**Our Values and Behaviours[[1]](#footnote-2)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by** **A &**  **I/ T/ C (see below for explanation)** |
| **Knowledge and skills** |
| Ability to build relationships with a variety of people and work collaboratively to achieve successful outcomes  | A / I |
| Knowledge of projects and/or programme management methods and processes  | A / I |
| Knowledge of, and ability to use simple spreadsheets, word processing and electronic mail  | A / I / T |
| Understanding of the different forms of consultation and engagement with the public, key stakeholders and other third party organisations | A / I |
| Exceptional ability to communicate effectively orally and in writing and work co-operatively with colleagues, outside agencies and members of the public, senior officers and elected members | A / I / T |
| Ability to organise own workload, prioritise work tasks to meet deadlines and respond flexibly to frequently changing needs and priorities  | A / I |
| Ability to collect / collate, analyse and summarise information, including statistical and financial information for a range of audiences  | A / I |
| Ability to change approach and be flexible when required, using initiative to progress work  | A / I |
| Understanding of the wider context within which local government operates and ability to develop appropriate local responses | A / I |
| **Experience**  |
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| At least 1 year experience of successfully managing the day to day delivery of a range of projects / programmes – not necessarily construction projects |  |

 | A / I |
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| Some experience or understanding of successfully using standardised project and programme management methodologies  |  |

 | A / I |
| Working flexibly - taking a lead role on one project while contributing to a number of work streams / projects simultaneously  | A / I |
| Experience working with contractors or consultants to deliver outcomes for a client body *(desirable)* | A / I |
| Experience delivering projects within a local authority or public sector body *(desirable)* | A / I |
| **Qualifications**  |
| Educated to Degree level or equivalent *(desirable but not essential)*  | A / C |
| **Behaviours** |  |
| Enthusiasm, emotional intelligence, approachable.  | I / T |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. [↑](#footnote-ref-2)