



Role Profile

PROJECT OFFICER

Reference No.	A4490	Type	Individual
Service	Economy, Planning & Employability		
Job Family	Para Professional 4	Grade	FC6

Purpose

To provide project management support to the Strategic Growth & City Deals Programme Manager to assist in the development and delivery of the projects in the City Deals and the Strategic Development Areas throughout the project lifecycle across Enterprise & Environment Directorate.

Manage and monitor the project delivery, ensuring that reporting is done effectively, using the Council's best practice toolkit for project management, for risk, stakeholder, benefit and resource management.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Providing project management support and assurance to assist the Strategic Growth & City Deals Programme Manager to ensure projects funded by the City Deals are developed and delivered within timescales and on budget.

Ensuring adoption of the Council's project management toolkit by the project managers for specific projects.

Person Specification: Skills, Knowledge,

Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Educated to SCQF level 7, which includes HNC or Advanced Highers, Apprenticeship or equivalent

✓

Experience of supporting project delivery

✓

Project Management Qualification, membership of an appropriate professional body

✓

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Business Case development Project planning Risk and Issue Management Stakeholder Management Benefits Management Project reviews and reporting			
Undertaking a Client Role for specified projects and providing project management support and assurance to the project manager. Arranging and attending project meetings, taking minutes and identifying areas to be actioned and communicating with appropriate staff in other Services.	Project Management skills and capabilities Ability to plan and organise workload	✓ ✓	
Undertaking a liaison role between teams within Enterprise & Environment Directorate and across the wider Council assisting with the delivery of these projects, ensuring all parties are kept informed of progress and responding to problems if necessary.	Experience of maintaining effective working relationships and ability to work on your own (Focus On Customers - See How We Work Matters Framework) Communication and Influencing skills Team working skills (Work together) Experience of meeting diverse objectives within defined timescales (Deliver results)	✓ ✓ ✓	✓
Maintaining project records, drawings, specifications etc. both manual and computerised and ensuring they are stored correctly and meet audit requirements.	IT skills (Embrace technology and information)	✓	

E = Essential Criteria D = Desirable Criteria

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	Document management		✓
Acting on Health and Safety regulations appropriately. Complying with relevant legislation and regulations and the Council's and Facilities policies on Health and Safety and codes of practice.	Knowledge of CDM Regulations and Health and Safety Legislation Ability to provide a regular and effective service (Take ownership) Knowledge and experience of Local Authority Procedures	✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E

D

Job Title (Specialists Tasks)

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results