

Project Officer			
Reference No:	A5804		
Service:	Property Services, Learning Estate		
Job Family:	Planning, Property and Assessors	Grade:	FC7

Purpose
Act as the day to day contact for the delivery of projects across the Learning, Children and Families and Social Work estates. Work with the Project Manager to ensure all issues relating to the projects are recorded and monitored. Work with project team and affected services to ensure that operational factors are considered in the development and delivery of the projects. Liaise with other council services, including Catering and Cleaning, Waste Management, Grounds Maintenance to ensure all operational requirements are included within the design briefs. Ensure arrangements are in place to manage the transition from construction project to operational establishment.

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
To support the Project Manager with the delivery of a range of projects.	Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent experience within a relevant discipline.	✓	

E = Essential Criteria D = Desirable Criteria

Role Profile

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Support the Project Manager in the development of Schedules of Accommodation and other associated project information, including Room Data Sheets. Review and provide feedback on drawings, specifications and designs. To work collaboratively with colleagues in other Services and external suppliers to support the delivery of a range of projects. To produce update reports for the Project Manager and other stakeholders. To act as the point of contact for any queries relating to individual projects. To co-ordinate meetings between stakeholders and provide accurate records. Activities Include: Develop effective working relationships with stakeholders, ensuring communication links are maintained and information is passed to relevant parties. Ensure the service needs and issues are represented as part of the project group. Liaise with external supplier to co-ordinate and manage the delivery of service in relation to the project. Communicate information to key stakeholders, providing regular updates and answering specific questions. Create schedules to track progress of comments and feedback throughout the design process.	Evidence of continuous professional development in a relevant discipline Project Management skills and abilities Analysing problems and determining creative and practical solutions Excellent team working, influencing and communication skills Excellent planning and organisation of work Experience of meeting diverse objectives within defined timescales Experience of supporting large scale projects Maintain effective working relationships	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓

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Facilitate practical discussions on implementation of elements of the project plan. Facilitate and coordinate with Business Technology Solutions and end users to agree the ICT requirements for the new facilities. Work with BTS to support the procurement of agreed equipment and monitor the delivery in line with the agreed programme. Work with the Project Manager to develop and implement a decant programme for the projects to enable the smooth transition from the existing to new facilities. Act as a key contact throughout the defects period. Coordinate the defects process including identification, allocation and rectification and report to the Project Manager. Ensure that opportunities are provided to the schools to request alterations or changes to the design plans and managing expectations in relation to this. Work with key stakeholders to produce comments for consideration by technical teams. Production of project reports to highlight issues to the Project Manager To represent the client at project meetings, ensuring that the practicalities of the service context are taken into account in the decision making process. Support the Project Manager in the development of the Post Occupancy Evaluations, including facilitating workshops, surveys etc.	Ability to work on own and as part of a team Confident user of IT applications – word processing, spreadsheets, databases. Must be able to move between property locations	✓ ✓ ✓	
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Role Profile

Supervision Received - The post holder will work independently but will be supported by the Project Manager in both routine and complex situations. - Specific technical advice and support may be required from other Services within the Council to ensure the delivery of key tasks. Other Duties - Subject to Service priorities, there may be short term deviations from the tasks and responsibilities noted above to support the Learning Estate team, however still within the scope of the job purpose.				
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

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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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:	Expected Behaviours

Role Profile

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

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.