



# Role Profile

## PROJECT OFFICER

Reference No.	A4590	Type	Individual
Service	Education & Children's Services		
Job Family	Para-Professional 4	Grade	FC6

### Purpose

As a member of the Directorate Operations Team, support the development and delivery of Education and Children's Services projects across a range of disciplines, specific to the school estate and more widely in relation to Directorate operational priorities.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Working collaboratively with colleagues in schools, ECS Directorate teams and other Council Services.	Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent	✓	
	Knowledge and experience of Local Authority Procedures	✓	
	Experience of working within an education or property related environment	✓	
Contributing to the development of sustainability strategies by implementing processes and procedures which support delivery, for example, in relation to school capacities, catchment reviews, reducing carbon emissions and any impact on the environment.	Experience of supporting project delivery	✓	
Producing, contributing to and updating reports, for example appendices to Committee reports.	Keyboard skills and working knowledge of Microsoft applications, specifically, excel.	✓	

E = Essential Criteria    D = Desirable Criteria

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	Project Management skills and abilities		✓
Undertaking a liaison role with Education and Children Services' establishments, Property Services and School Business Managers	Experience of maintaining effective working relationships and ability to work on your own (Focus On Customers – See How We Work Matters Framework)	✓	
	Team working skills (Work together)	✓	
	Experience of meeting diverse objectives within defined timescales (Deliver results)	✓	
Arranging, co-ordinating and attending relevant meetings, record actions and communicate with appropriate staff in other Services.	Influencing skills	✓	
	Ability to plan and organise workload	✓	
Undertaking site visits to gather information relating to the necessity of project work.	Must be able to move between property locations	✓	
Researching information from plans, data sources, policies, legislative documents and report on findings.	Ability to analyse problems and determine creative and practical solutions		✓
Maintaining, work, project and programme plans as necessary	Experience of performance improvement methodologies such as process mapping, lean		✓
Managing a range of improvement projects in line with current policies, legislation and standards	Evidence of an analytical approach to problem solving	✓	
Dealing with any relevant ad hoc enquiries into the Directorate Operations Team and where necessary follow these issues up with the appropriate manager.	Communication skills	✓	
	Interpersonal skills	✓	
Developing effective working relationships with stakeholders, ensuring communication links are maintained and information is passed to relevant parties.	IT skills (Embrace technology and information)	✓	
Facilitating practical discussions on the implementation of projects with relevant interested parties.	Ability to provide a regular and effective service while working under pressure (Take ownership)	✓	
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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## 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