



# Role Profile

Project Officer			
Reference No.	I625.01	Type	Individual
Service	Assets, Transportation & Environment - Property Services		
Job Family	Admin Clerical	Grade	FC6

Purpose
To provide an administrative support to the Team Manager (Capital Programme) and Project Manager and deal with arising issues throughout Education's and Children's Services Directorate's (E&CS) Estate.
Manage and monitor the provision of a range of Services to enable the continued delivery of a quality E&CS Estate in the areas of building provision ensuring at all times that all E&CS building stock is appropriate to the present and future needs of the directorate in terms of capital investment, curricular development and projected pupil numbers.

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
Assisting Team Manager (Capital Programme) to ensure projects are delivered within timescales and budget.	Educated to SCQF level 7, which includes HNC or Advanced Highers, Apprenticeship or equivalent	✓	
Undertaking a Client Role on specified capital projects and provide support to schools on planned maintenance projects	Experience of supporting project delivery	✓	
Undertaking a liaison role between Education and Children Services' establishments/Building Services/Property Services and School Business Managers ensuring all parties are kept informed of progress and respond to problems if necessary.	Project Management skills and abilities		✓
	Experience of maintaining effective working relationships and ability to work on your own (Focus On Customers -- See How We Work Matters Framework)	✓	

E = Essential Criteria D = Desirable Criteria

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	Team working skills (Work together)	✓	
	Experience of meeting diverse objectives within defined timecales (Deliver results)	✓	
Arranging and attending project meetings, take minutes and identify areas to be actioned and communicate with appropriate staff in other Services.	Influencing skills	✓	
Undertaking site visits to gather information relating to the necessity of project work.	Ability to plan and organise workload	✓	
Researching information from plans, files, polices, legislative documents and report on findings.	Must be able to move between property locations	✓	
Dealing with any ad hoc enquiries to the team and where necessary follow these issues up with the Project Manager and Team Manager.	Communication skills	✓	
Maintaining records, drawings, specifications etc both manual and computerised and ensure they are stored correctly.	Ability to analyse problems and determining creative and practical solutions		✓
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.	IT skills (Embrace technology and information)	✓	
Complying with the Councils Scheme of Administration and Standing Orders.	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.			

**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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<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

<b>Additional Information</b> – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

<b>Expected Behaviours</b> – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>