

Job Description

Cyngor Bwrdeisdref Sirol

Blaenau Gwent

County Borough Council



Environment & Regeneration Directorate

Post Title	Projects Officer		
Post Number	BG09938	Grade	Scale 8
Base	Business Resource Centre, Tafarnaubach	Hours of Work	37 per week
Car User Allowance	Casual	Disclosure	
Contact	Principal Projects Officer	Updated	July 2014

Principal Job Purpose

Responsible to: Principal Projects Officer.

Responsible for: To provide support to develop and implement regeneration and land use policy and proposals to meet the Council's strategic aim of promoting economic, social and environmental regeneration activity in Blaenau Gwent.

Principal Accountabilities

1. To support the Principal Projects Officer in the management and co-ordination of the delivery and implementation of multi-million pound regeneration projects and programmes, including the management of multi-disciplinary project teams to ensure the efficient delivery of regeneration projects.
2. To contribute towards the coordination and implementation of projects approved under the EU Convergence Town Centre Regeneration Business Plans.
3. Prepare material for the Publicity and Promotion of the European Convergence Programme within the designated areas.
4. To promote and administer grant assistance within the eligible areas, including financial control and deal with all enquiries relating to the range of property improvement grants – including European funded Physical Regeneration and Building Enhancement Grants.

5. To monitor works on site, including liaison with applicants, agents, contractors, funding partners and other stakeholders, ensuring compliance with grant conditions and ensuring works are carried out in accordance with the terms and conditions of the relevant funding body.
6. To provide support in relation to project development including, negotiating with land owners and external funding agencies; instigate project design and engagement of consultants/in-house teams to undertake detailed preparation of contract documents.
7. Establish and maintain appropriate project management systems, in compliance with the Council's project management protocols in liaison with the Principal Projects Officer.
8. Supervision and development of support staff to ensure effective and efficient delivery of regeneration projects.
9. Establish a suitable systematic monitoring/evaluation system, which will include a database for data collection to provide management and stakeholders with indicators on the progress of projects. Information to be prepared and forwarded to the Principal Project Officer for presentation to the appropriate External Organisations.
10. Attendance and contributions, as appropriate to the duties of the post, at Council Committees, Public Meetings, Community Forums including where necessary, out of hours.
11. Any other duties, which are compatible with the level of responsibility and grade of the post.
12. To comply with the relevant sections of the Authority's Policy statement on Health, Safety and Welfare at work.
13. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

The Following requirements are expected of all employees:

- To participate in the Council's Quality initiatives.
- To use the Council's Computer in respect of the duties of the post and to have regard to the Data Protection Act
- To be aware of and implement the Council's Equal Opportunities Policy.
- To be aware of and implement the Council's procedures relating to Health and Safety
- To attend in service training courses as required
- To work flexibly within the team.
- At all times to carry out their duties and responsibilities to comply with Council policies and procedures.

Person Specification – Supervisor

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Educated to Degree Level, preferably in an appropriate discipline commensurate with the post eg. Town Planning , Regeneration, or demonstrable relevant experience/working knowledge and experience in an employer/client focused environment.	E	✓			
Other experience					
Project Management introductory qualification	D	✓			
Experience of preparing regeneration strategies/action plans	D	✓	✓		
Experience of implementing Regeneration projects	E	✓	✓		
Experience of working as part of a multi-disciplinary team	E	✓	✓		
Budget Control/Monitoring	D	✓	✓		
Experience of dealing with the public, businesses and third sector	E	✓	✓		
Developing and working within professional networks	E	✓	✓		
Knowledge/Skills					
Knowledge of external Regeneration funding support opportunities	E	✓	✓		
Knowledge of the requirements in delivering grant schemes	E	✓			

2. Special Requirements

	Essential	Desirable
Clean Driving License	E	

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Managing the Team	Sets an example to the team by own approach and attitude	✓	✓		✓
	Gets the best out of people by	✓	✓		✓

	developing the skills, experience, and ambition of self and team				
	Ensures equality & diversity issues are integral to service delivery				✓
	Recognises when it is necessary to take a firm but appropriate line				✓
	Supports & encourages good work-life balance in the team				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering a Continually Improving Service	Ensures the team understand how they contribute to achieving operational objectives		✓		✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance	✓	✓		✓
	Challenges poor performance appropriately				✓
	Is positive about improving the service and identifies potential benefits for the citizen	✓	✓		✓
	Consults team and others, inside and outside the organisation, for improvement ideas	✓	✓		✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Uses appropriate and precise methods of communication	✓	✓		✓
	Communicates positively and respectfully	✓	✓		✓
	Checks others' understanding				✓
	Clearly explains and justifies decisions made elsewhere		✓		✓
	Encourages team members to think about and suggest				✓

	improvements				
--	--------------	--	--	--	--

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions		✓		✓
	Ensures decisions link to continually improving performance		✓		✓
	Uses problem solving as a method of improving the service		✓		✓
	Seeks clarification or challenges appropriately		✓		✓
	Explains decisions appropriately		✓		✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working Together	Understands the benefits of working together	✓	✓		✓
	Promotes and contributes to partnerships to continually improve services for the citizen	✓	✓		✓
	Networks effectively internally and externally	✓	✓		✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Putting the Citizen First	Recognises the importance of the citizen's input to improving the service	✓	✓		✓
	Ensures team is focused on serving the citizen as the first priority		✓		✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery	✓	✓		✓
	Is positive about the organisation and the community it serves	✓	✓		✓

