



Project Officer (Flood Management) - Grade 12

Job purpose

With a focus on Flood Management you will use your skills and technical experience to perform the planning statutory consultee role on behalf of the LLFA. You will need to work closely with communities and Risk Management Authorities. You will manage teams, involved in the procurement, planning, feasibility and financial and resource management of projects and studies. Work with different services in the organization primarily Planning, Asset Management and Housing

The focus of ER activity is set against these three key themes of Business, People and Places. This will ensure greater prioritisation of resources and new and different ways of working focussed around the Kirklees Economic Strategy (KES). As a Project Officer, you will be instrumental in driving the delivery and implementation of projects and key initiatives which support economic growth and prosperity in Kirklees. You will take a senior role in a project or an area of specialism whilst working collaboratively with internal and external stakeholders and partners to maximise outcomes in line with the KES. We are looking for people who demonstrate all the Council's behaviours and expectations and continually strive for excellence. You will be part of an ambitious, creative and highly collaborative team which aims to exemplify the Council's ways of doing things.

Working to ensure Kirklees has high quality places, environment and infrastructure which support business, health and quality of life.

You will lead or make significant contributions to projects which seek to alter the way that we do things, ensuring greater prioritisation of resources.

Your key focus will be on initiatives which could include managing flood risk, housing sites, skills, place making, cultural development, connectivity and community economic development to achieve the desired change.

Leading, co-ordinating and managing activities you will have responsibility for one or more projects or programme areas and will commission internal and external partners to achieve the desired outcomes and objectives.

Using your substantial technical knowledge and experience you will drive the delivery of projects within budget and to agreed timescales to implement the core aspirations and targeted outcomes of the KES

This role will require you to act as a positive champion for our approach to delivering ER. You will be ambitious and committed to implementing change in a complex environment. You will have the ability to motivate others and manage teams or areas of work effectively ensuring all stakeholders are working together effectively to deliver projects on time and within budget.

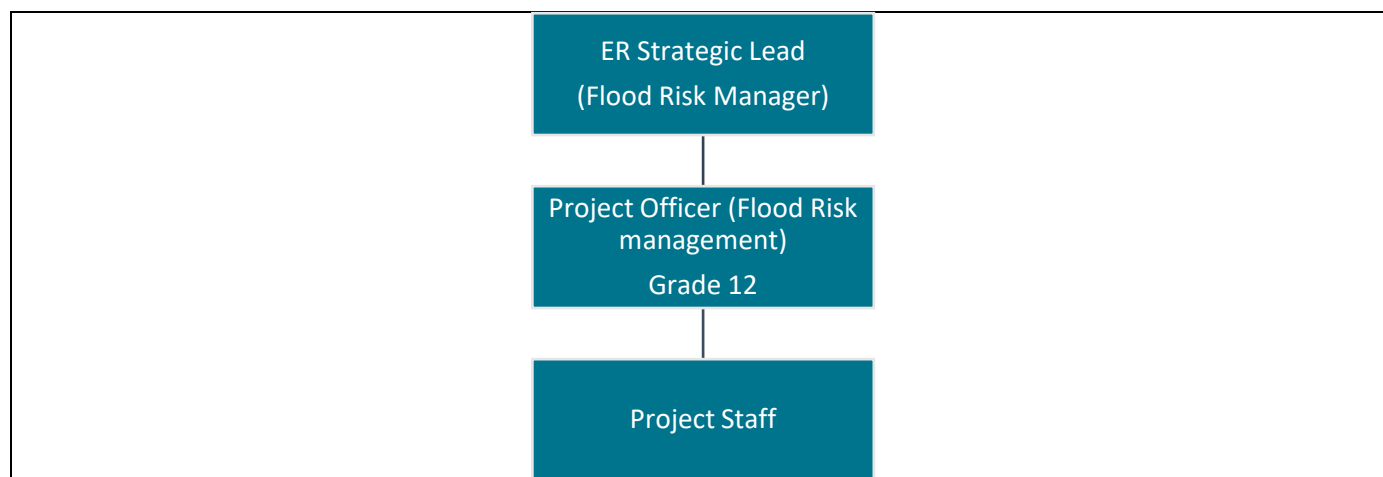
Whilst you may have an area of specialism, you are expected to work across different areas of the ER theme as directed; development will be provided where necessary.

This role is based within Economy & Infrastructure. Find out more about [working for Kirklees](#).

Key areas of responsibility

- Represent the LLFA as statutory consultee to planning applications.
- Lead and manage projects in a multi-disciplinary team environment.
- Produce high quality feasibility studies, business cases and reports including the research and collation of relevant intelligence and data analysis.
- Build and maintain effective relationships within teams and with internal and external partners to ensure opportunities to deliver ER priorities are maximised.
- Take a pro-active, creative approach to problem solving and work collaboratively to project manage and deliver complex, high value projects and programmes to agreed specifications, timescales and budget.
- Coach and support other members of the team and other services to deliver agreed outputs and objectives to a consistently high standard.
- Actively seek opportunities to work with partners and secure funding and investment to support priority work areas.
- Communicate effectively, both verbally and in writing, to a range of audiences including businesses, training providers and investors.
- Contribute to the development and implementation of strategies to promote the district and attract business and investment.
- Maintain a healthy and safe working environment in line with legislation.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Recognised substantial technical expertise and experience in a discipline with supports Economic Resilience and growth, such as Regeneration, Housing, Transportation, Flood Management, Skills, Employment, support to Businesses or cultural development including relevant legislation (evidenced through qualifications and/or equivalent experience).	Essential
Extensive experience managing and co-ordinating large and complex projects including budget monitoring and contract management.	Essential
Considerable experience of commissioning projects with external and internal providers working collaboratively and in partnership	Essential
Management skills to motivate, lead and support multi-disciplinary teams to achieve and deliver outcomes.	Essential
Enhanced communication and interpersonal skills to develop, maintain and enhance professional relationships.	Essential
Creative problem-solving skills to identify obstacles and resolve issues through effective negotiation.	Essential
Personal resilience and adept at managing competing deadlines to enable delivery of projects to specification, on time and within budget.	Essential
Commercial awareness and business acumen in relation to public, private and third sectors to effectively contribute and implement strategies, plans and initiatives which support ER.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Knowledge and experience in analysis of proposals from businesses and other partner organisations, compiling funding bids and producing complex reports.	Essential
High level of IT, literacy and numeracy skills.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Economy & Skills	Grading ID	
Job ID		Last Updated	June 2020
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No