

## Project Officer - Grade 10 - 12

### Job purpose

In Kirklees, we are working with the business community and PARTNERS to create more and better jobs and supporting local PEOPLE to have skills and qualifications to be successful. It is also about creating the conditions where people and businesses can thrive and grow. This is underpinned by having high quality PLACES and connectivity where people want to live and work and the right infrastructure that builds confidence and investment in Kirklees.

The focus of our activity is set against these three key themes of Partners, People and Places. This will ensure greater prioritisation of resources and new and different ways of working.

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 lead 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 council's objectives. 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 include business growth, strategic employment and 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 council.

This role will require you to act as a positive champion for our approach. 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 (as set out in the accompanying job focus sheet), you are expected to work across different areas of the council as directed; development will be provided where necessary.

This role is based within Growth and Regeneration Directorate. Find out more about [working for Kirklees](#).

## Key areas of responsibility

- 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 council 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 which supports the council's outcomes 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.	Essential
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	Growth and Regeneration	Grading ID	
Job ID		Last Updated	Jan 2021
Job Focus		Career Progression	

## Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	