



# Project Officer employment & Skills – Grade 12

## Role Description

To be read in conjunction with the Project Officer – Grade 12 Job Profile

As a Project Officer in the Employment and Skills Team you will support the successful delivery of a wide range of Projects as part of a wider team. The successful applicant will work with project leads to maximise opportunities for partnership working between the programmes delivered by the employment and skills team. You will spot opportunities for Employment and skills team and ensure the team maximises on these opportunities. You will also lead on new projects implementation ensuring no duplication and identifying potential gaps in our provision.

We are looking for an individual who has knowledge, understanding and experience of working with externally funded projects with excellent communication skills and the ability to work autonomously.

You will have an in depth understanding of the Employment and Skills landscape in Kirklees and knowledge of wider council services.

You will have an in depth understanding of the challenges facing unemployed residents and creative ideas for ways to support them.

You will be skilled in building and maintaining relationships with a wide range of partners and stakeholders and ensure the programmes continues to be a success.

You will have experience of representing your organisation in a wider partnership and be experienced in joint working with other council departments or organisations.

### **Specific Roles and Responsibilities will include:**

Those set out in the core job description and the following responsibilities:

- Supports procurement of activity for the district for programmes
- Represent the Employment and Skills team on internal council groups and forums.
- Identifies gaps in provision and encourage programme managers to fill them through creative approaches.
- Supports Projects Leads with day to day management of delivery.
- Works with Delivery partner leads to drive forward performance through creative approaches
- Ensures profile of Employment and Skills programmes remains high - representing the programmes to both internal and external stakeholders
- Ensures alignment to other provision in the district.
- Leads on new project implementation to ensure alignment.
- Provides organisational level reports as required

## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
<b>Generic to Grade 12 Project Officer</b>	
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

### For Office Use Only:

Job Category	Growth & Regeneration	Grading ID	65650
Job ID	80101051	Last Updated	July 2021
Job Focus	Yes	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
HR Checked	M Lunn		