

Project Officer (Workforce Development & Training)

Job specific requirements

In addition to the generic requirements, the following information provides the focus for this job.

The Focus

As a Project Officer in the Workforce Development and Training Team, you will support the delivery of a wide range of projects, all focussed on developing our workforce – the most important asset in the Council.

Based in the Environment Directorate, these projects are essential in ensuring that our services have the right people, with the right skills, in the right teams at the right time.

The Workforce Development and Training Team support the Council's Operational Services including Highways, Greenspace, Refuse and Cleansing. The Team's role is to manage, alongside Service Managers, the training and development of the workforce.

As a Project Officer, you will be instrumental in driving the delivery and implementation of projects and key initiatives which support the development of the workforce. The aim of the role is to help shape, progress and deliver specific projects that will enhance the skills and capacity of many employees.

You will work as part of a small team led by the Training Manager. You will work alongside team members including a Driver Training officer, Senior Technical Officer who manages the Business Support team and a small team of Business Support Officers.

You will focus on key initiatives which will include but not limited to:

- Succession planning and Skills Audits
- Appraisal Support for Managers
- Recruitment Co-ordination and Support
- Development of Workforce Training and Development related dashboards
- Co-ordination of training records for Operational Services, making sure we meet national guidelines
- Development of a Graduate Training Programme
- Supporting the Team and Service Planning process

These projects - and therefore your role - will enable the team to move forward with our employee development programme, review and introduce new ways of working and support Service Managers, ultimately to deliver the Council's ambition and strategic objectives. You will work with the Training Manager to create, develop and deliver a number of projects which will result in recruitment and development of our employees.

Having day to day responsibility for key aspects of a number of projects, co-ordinating and managing activities, you will ensure projects are developed, progressed and delivered on time and within budget.

You will need to have experience of working on projects, ideally HR / Workforce / Training related. An understanding of how the public-sector works will be useful but not essential.

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Job Focus (cont.)

You will use strong interpersonal skills to work closely with your Team Manager, other Team Managers and colleagues from a variety of Council services as well as your own team members. You will also identify opportunities to develop new projects which will support the development of our employees and teams.

Ideally you will have a project management qualification to support your experience but if you only have extensive experience, we can look to provide formal project management training.

Your duties will include:

- Liaison with colleagues and managers in a variety of teams across the Council,
- Attend virtual and in-person meetings,
- Co-ordinate recruitment activity and support recruiting managers and panels,
- Complete project paperwork routinely,
- Complete monthly progress reports for management,
- Develop dashboards to demonstrate performance using workforce data
- Benchmark other recruitment activity regionally and nationally, to enable comparisons to be made using accurate information,
- Report progress on a variety of projects,
- Manage competing deadlines for a variety of projects.

The work will primarily be working with the Highways Service, but you will support and enable the development of systems and processes that can be rolled out to the other frontline services.

This Job Focus is intended to provide an understanding and appreciation of the responsibilities of this particular 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.