

## Project Officer - Grade 10

### Job purpose

**To be read in conjunction with the Job Focus for the advertised role.**

In Kirklees, we are working with 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 Business, 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 undertake a key role in a project or an area of specialism, 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.

You will make a substantial contribution to projects that seek to alter the way that we do things, ensuring greater prioritisation of resources.

You will focus on key initiatives which include business growth, strategic employment and housing sites, skills, place making, cultural development, connectivity and community economic development as a part of the way to achieve the desired change.

Having day to day responsibility for key aspects of one or more projects co-ordinating and managing activities you will ensure all team members and stakeholders are working together effectively to deliver projects on time and within budget.

Using your technical expertise and a taking a commissioning approach you will play an important role in delivering projects which result in high quality places, environment and infrastructure and support business, health and quality of life within Kirklees.

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 co-ordinate teams or areas of work effectively.

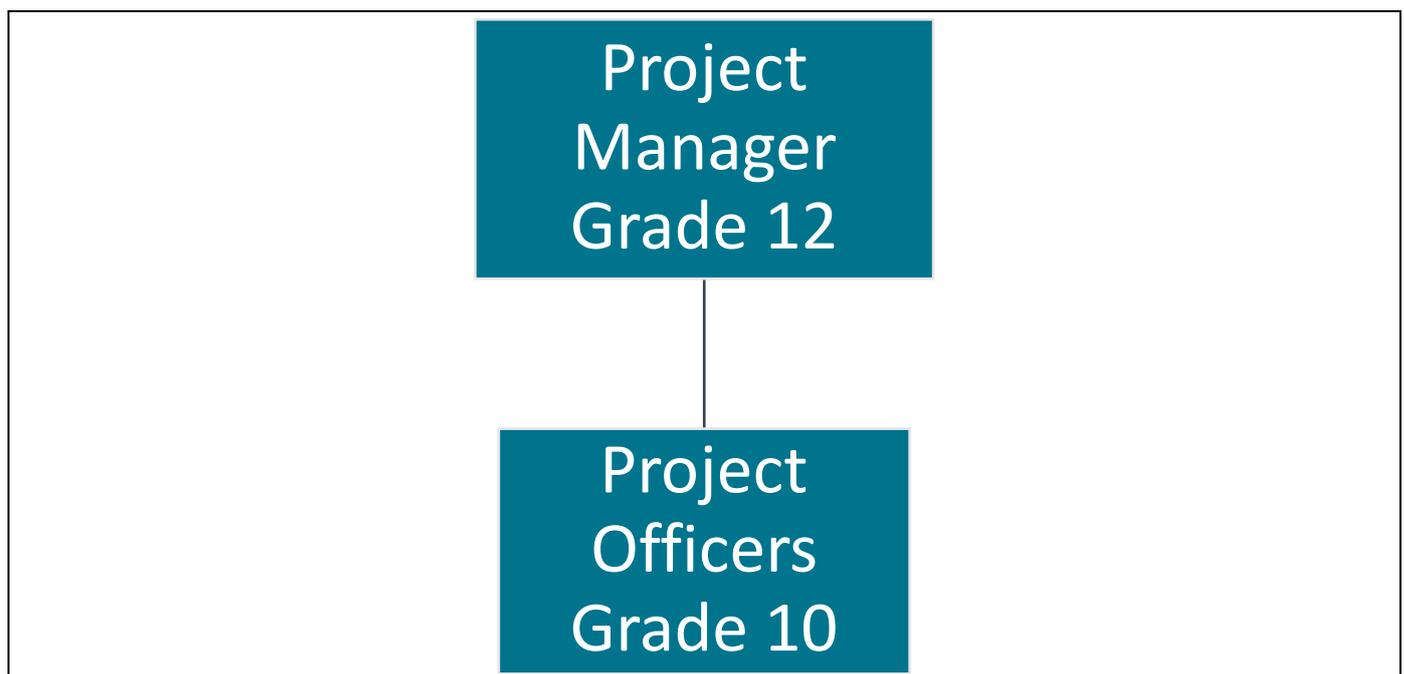
Whilst you may have an area of specialism (as set out in the accompanying Job Focus sheet), you are expected to work across different areas of the council as directed; development will be provided where necessary.

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

## Key areas of responsibility

- Manage and deliver projects in a multi-disciplinary team environment as directed.
- Prepare feasibility studies, business cases and reports including the research and collation of relevant intelligence and data as appropriate.
- Build and maintain effective relationships with all relevant stake holders to support the delivery of council priorities.
- Take a pro-active and creative approach to problem solving, working collaboratively to support complex, projects and programmes.
- Drive the delivery of projects 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.
- Seek opportunities to work with partners and secure funding and investment to support priority work areas.
- Maintain effective communication both verbally and in writing to project stakeholders.
- 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

See specific Job Focus.

## 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	People Services	Grading ID	65640
Job ID	80100909	Last Updated	Jan 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 Rep	M Lunn		

# Project Officer Job Focus – Contract Compliance Manager – Grade 10



**European Union**

European  
Social Fund

## Role Description

**To be read in conjunction with the Project Officer – Grade 10 Job Profile.**

As a Project Officer in the People Services Team, you will support the delivery of the Kirklees Apprenticeships for All ESF Project, particularly focusing on contract and ESF compliance management of service delivery and subcontractors.

The project is part funded by ESF (European Social Fund) and therefore the role is funded by ESF. ESF funds help local areas stimulate their economic development by investing in projects which will support innovation, businesses, skills development, job creation, social inclusion and local community regenerations.

## The Project

Kirklees Apprenticeships for All is a Kirklees Anchor Institutions led approach to ATTRACT, SUPPORT and GROW apprenticeships across the Kirklees Metropolitan District. The Lead Partner, Kirklees Council, along with 3 core Delivery Partners, Kirklees College, Kirklees Active Leisure, the University of Huddersfield, aim to support:

- Productivity growth through improved skills planning and enhanced apprenticeship take-up, particularly in our key employers and sectors; and
- Inclusive growth, ensuring that our most disadvantaged residents can benefit and contribute to the economic growth, by taking up and progressing in apprenticeship opportunities, in turn helping to reduce employment and training gaps these groups face.
- Maximising the use of Apprenticeship Levy across the District, to increase skill levels and enable SMEs that may not currently offer apprenticeship, to do so, thereby improving productivity particularly within supply chains.

The project will deliver activities that will contribute to 'attract, support and grow' under 5 strands summarised below:

### **1. Outreach - ATTRACT and GROW**

Engagement activities to encourage take-up of apprenticeships focusing on:

- Those that are already employed in Kirklees employers, but not participating in learning or apprenticeships.
- those that are under-employed/low paid group who could benefit from undertaking an apprenticeship.
- Those that face inequality or disadvantage i.e., people with disabilities, ethnic minorities, over 50, lone parents and progression for women.

### **2. Skills Gap/Apprenticeship Analysis - ATTRACT and SUPPORT**

Detailed diagnostics with employers will identify specific skills needed alongside their business plans and identify how these can be addressed through apprenticeships, and through skills provision available via other sources including Leeds City Region Skills Service (where eligible). The analysis will result in a Skills Plan to support workforce planning for each employer, clearly identifying how apprenticeships can support organisational objectives.

### **3. Organisational Apprenticeship Capacity - SUPPORT and GROW**

This would provide support to employers to build their capacity to successfully offer apprenticeships and provide meaningful learning experiences and progression opportunities for their staff. Support will include:

- Briefings and guidance to increase knowledge of apprenticeships within an organisation - how they work, how they are assessed, etc.
- Training apprentice supervisors - to ensure that they provide appropriate supervision and guidance to apprentices.
- Building an internal support structure to enhance the quality of apprenticeship experience within the workplace.
- Handholding and practical support to SMEs to set up the administrative systems needed to access apprenticeship levy transfers - i.e., digital accounts.

### **4. Apprentice Enrichment - SUPPORT and GROW**

This strand will provide a range of wrap around support for apprentices, focusing on developing softer /employability skills and supporting career planning. The support will be delivered following IAG and diagnostics of needs of each Apprentice, and the development of an action plan. Tailored support will be provided to include, where required in the action plan:

- Coaching and mentoring
- Personal effectiveness and time management skills
- Building and managing workplace relationships with confidence
- Communication and presentation skills
- Team-working and leadership
- Serving Kirklees communities and customer services
- Inclusion and diversity in the workplace
- Active citizenship and social responsibility

- Jobsearch and employment skills.

## **5. Business Mentoring/Peer to Peer support - SUPPORT and GROW**

The delivery team will facilitate this activity strand, bringing together SMEs and large levy paying employers. The strand will enable:

- Levy paying employers supporting each other and sharing good practice to grow their apprenticeship programmes.
- Levy paying employers mentoring SMEs on workforce planning/apprenticeship/growing your own approach.
- Handholding and practical support to enable larger employers to sponsor transfer of unused levy to their supply chains.
- Access to support available through LCR LEPs Levy transfer service.
- The development of activities that enable fair access to apprenticeship opportunities for those employees that are not taking them up from particular disadvantaged groups, including ethnic minorities and those with disabilities; working with employers to put into place interventions that help them to overcome barriers to offering apprenticeships to these groups.

## **6. Evaluation**

The project will be supported by a robust evaluation of the different strands of activities and the impact on the take-up of apprenticeships and progression across large and smaller employers in the District. The project will be delivered under the European Structural and Investment Funds Investment Priority 2.1 – Enhancing equal access to lifelong learning. It is intended to primarily support employed individuals. It will support them to take-up apprenticeship opportunities as a means of gaining the skills to sustain employment and progress in their careers (including into higher apprenticeships), in addition to supporting their employers to become more productive/grow.

### **The Role**

As Contract Compliance Manager you will liaise with the project delivery team, delivery partners and subcontractors, ensure delivery and claims are compliant with contractual requirements. You will set up and maintain relevant systems and processes to monitor ESIF compliance, quality, performance and impact of the service delivery.

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

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

- Contract compliance.
- SLAs with delivery partners.
- Management Information and evidence.
- Monitoring and financial and delivery reporting.
- Claims.
- Managing Project Support Apprentice.

## Employee Specification

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
<b>Generic to Grade 10 Project Officer</b>	
Recognised technical knowledge 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
Project Management experience, including commissioning internal and external providers.	Essential
Developed communication and interpersonal skills to build and maintain effective professional relationships, lead multi-disciplinary teams, and direct others effectively.	Essential
Ability to develop and implement initiatives and monitor and report on progress and outcomes.	Essential
Personal resilience and the ability to manage competing deadlines to delivery projects to specification, on time and within budget.	Essential
Knowledge and experience of analysing proposals from businesses and other partner organisations, writing funding bids, producing clear and concise reports and budget monitoring.	Essential
Ability to adapt communication and presentation styles, both written and verbal to ensure understanding to meet the requirements of the audience, including non-specialists.	Essential
Commercial awareness in relation to public, private and third sectors.	Essential
High level of IT, literacy, and numeracy skills	Essential
<b>Related to Contract Compliance Manager Project Officer Focus</b>	
Experience of contract management for externally funded projects.	Essential
Ability and experience of monitoring and evaluating progress working with delivery partners and other stakeholders.	Essential
Ability and experience of meeting funding and contract compliance.	Essential
Ability to set-up processes to facilitate contract management requirements.	Essential
Experience of reporting to stakeholders on progress.	Essential
Excellent communication skills with the ability to adapt to a wide range of personality types, managing stakeholder expectations.	Essential
Influencing skills being able to negotiate expectations of funder and partners.	Essential



Strong team player with a positive and flexible approach to both work and colleagues.	Essential
Solution focussed approach to contract management and addressing challenges and issues.	Essential

### For Office Use Only:

Job Category	People Services	Grading ID	65620
Job ID	80100409	Last Updated	07/01/2021
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
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