

Project Officer - Grade 12

In Kirklees, building Economic Resilience (ER) is about 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's 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 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 of 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.

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

The Job

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 as a way 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.

Job Checklist

- 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.

Please see your responsibilities related to [safeguarding](#).

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work. Using your extensive knowledge and technical expertise you will professionally lead and manage projects and programmes of work which support the delivery of key ER priorities and allow you to contribute to the development of future initiatives.

Your excellent communication skills, will allow you to motivate teams, facilitate change, and build excellent working relationships with people from a variety of technical disciplines, backgrounds and organisations to deliver projects to agreed specification, on time and within budget. Your understanding of the wider commercial environment in addition to your knowledge of ER and New Council priorities means you identify connections and dependencies between projects allowing you make recommendations and to contribute to ER strategies and initiatives.

With your commitment to high standards, strong customer focus and reputation for delivering excellence, you will manage project risk and take a creative approach to problem solving to make a difference and achieve positive and measurable outcomes. Excellent IT, analytical, literacy and numeracy skills will allow you to produce complex and concise briefs, write funding bids, monitor project spend and analyse proposals suitable for a range of audiences, including non-specialists.

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. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

Person Checklist

- 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).
- Extensive experience managing and co-ordinating large and complex projects including budget monitoring and contract management.
- Considerable experience of commissioning projects with external and internal providers working collaboratively and in partnership.
- Management skills to motivate, lead and support multi-disciplinary teams to achieve and deliver outcomes.
- Enhanced communication and interpersonal skills to develop, maintain and enhance professional relationships.
- Creative problem solving skills to identify obstacles and resolve issues through effective negotiation.
- Personal resilience and adept at managing competing deadlines to enable delivery of projects to specification, on time and within budget.
- 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.
- Knowledge and experience in analysis of proposals from businesses and other partner organisations, compiling funding bids and producing complex reports.
- High level of IT, literacy and numeracy skills.

This Role Profile 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.

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate how you met the requirements of the job as described under 'The Person' and 'Person Checklist'.