

Project Officer Grade 10

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 'New Council' ways of doing things.

The Job

You will make significant contributions 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, placemaking, cultural development, connectivity and community economic development as part of the way to achieve the desired change.

You will have day to day responsibility for key aspects of one or more projects and programme areas, co-ordinating and managing activities and ensuring all team members and stakeholders are working together effectively.

You will take a commissioning approach and have particular responsibilities in an area of technical expertise and experience needed to implement the core aspiration and maximise targeted outcomes of the KES.

You will be working to ensure that Kirklees has high quality places, environment and infrastructure that support business, health and quality of life.

Having a positive approach to change is essential, alongside sound project management, collaboration and team working skills.

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.

Whilst you may have an area of specialism, it is the expectation that you will work across different areas of the ER theme; development will be provided where necessary.

Job Checklist

- Manage projects in a multi-disciplinary team environment.
- Take a commissioning approach and / or undertake the preparation of feasibility studies, business cases and reports including the research and collation of relevant intelligence and data.
- Build and maintain effective relationships within teams and with partners to ensure opportunities to deliver ER priorities are maximised.
- Take a pro-active approach to problem solving and work collaboratively to manage complex, high value projects and programmes.
- Drive 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.
- 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 click [here](#) to 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.

You will be highly motivated and your behaviour, experience and knowledge will give you the credibility that you need to build effective working relationships and manage and co-ordinate the delivery of key ER priorities.

You will understand the connections and dependencies between projects and how your work contributes to the delivery of ER and New Council.

You will enjoy managing projects and being part of effective teams. You will be confident working with people from a variety of technical disciplines, backgrounds and organisations.

You will be a strong communicator with proven management and committed to developing your leadership skills. You will have high standards and a reputation for delivering excellence.

You will have a strong customer focus and proven ability to make a difference and achieve positive and measurable outcomes.

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.

Person Checklist

- Recognised 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).
- Proven ability to manage and co-ordinate the implementation of large and complex projects.
- Experience of commissioning projects with external and internal providers.
- Ability to develop and maintain effective professional relationships and experience in working collaboratively and in partnership.
- Knowledge and experience of supervising and managing multi-disciplinary teams including budget and contract management.
- Is resilient and able to manage competing priorities and to identify problems and resolve issues through effective negotiation.
- Proven ability and experience in implementing strategies and plans.
- Ability to support, motivate and manage others effectively.
- Ability to develop and implement initiatives which support ER and monitor and report on progress and outcomes.
- Knowledge and experience in analysing proposals from Businesses and other partner organisations.
- Experience of writing funding bids and reporting to funders.
- Ability to write clear and concise reports and to adapt communication style to meet the requirements of the audience.
- Ability to operate within Commercial and Third Sector environments.

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'.