

Executive Project Officer – Grade 12

Job purpose

As an Executive Project Officer, you will provide a 'hands-on' support function to one of a team of Strategic Directors within the Council. You will work closely with the Strategic Director to understand their portfolio of services, strategic responsibilities and priority outcomes. Your knowledge and understanding of issues and priorities will enable you to plan and prioritise workloads and time. You will provide a professional and proactive service, supporting the Strategic Director in their role and workload and working closely with the Executive Support and Programme Manager to ensure project support is coordinated and cross-cutting priorities are achieved.

You will work as part of a team that provides support to the Executive Team, working in a collaborative way to support the Strategic Directors in achieving their priorities and strategic outcomes. You will oversee and understand progress made by project teams that will be established to achieve specific agreed outcomes. You will delegate to those project teams on behalf of a Strategic Director, making judgements and decisions that will have financial and resourcing implications. This role is based within Corporate Services.

Find out more about [working for Kirklees](#).

Key areas of responsibility

Advanced knowledge of political literacy and governance, including the role of Cabinet and Portfolio Holders as well as responsibilities of senior officers and nominated positions within the Council. An example would be a considerable depth of knowledge of officer decision-making and officer delegation schemes, understanding decision-making channels and routes to be taken with a clear understanding and knowledge of the impact and outcomes of each option.

Project management principles and their application in managing strategic aims. Ability to oversee several projects that all contribute to an overarching outcome, including the ability to recognise, link and take action regarding elements of different projects that either compliment or conflict with each other.

Working at a high level with partners, senior officers and Councillors to broker agreement on actions required and suitable timelines, followed by progress chasing to maintain momentum and drive delivery.

Judgement and creativity are required regarding the development of actions plans, whereby judgement is used to create a critical path for the delivery of a project that is time sensitive and has a reputational impact on the Council.

Ability to communicate with a range of people in differing positions of seniority, including senior council officers, partners, politicians and members of the public.

The post holder is responsible for agreeing activity and timescales on behalf of a Strategic Director in relation to the Strategic Directors Priority Programme – and for translating this often ‘conceptual’ brief into a collaborative cross-council action plan to ensure work is sequenced and undertaken to deliver on agreed milestones.

The role will be mentally demanding, with an expectation that the postholder will understand the strategic priorities of a particular Strategic Director (and others where the priorities are cross-cutting) and be able to balance an ongoing workload with matters that require immediate attention.

Ability to prioritise own workload and use own initiative.

Ability to communicate with a range of people in differing positions of seniority, including council officers, partners, politicians and members of the public.

The post holder is responsible for influencing Heads of Services and Service Directors with a view to the prioritisation of resources for projects to support the delivery and achievement of strategic outcomes. E.g. The Tour de Yorkshire, a major event in the regional calendar will impact on revenue or capital spend in a number of Council services. The Executive Project Officer will influence decision-making, with their responsibility being to closely track progress made, provide timely feedback and highlight positive progress as well as potential blockages to the Strategic Director.

Position in organisation structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Proven ability to lead on large and complex projects on behalf of the Strategic Director.	Essential
Detailed knowledge of the decision making structures within the organisation and the remit of those.	Essential
Detailed knowledge of the political structures within Kirklees to be able to engage effectively.	Essential
Experienced in supporting change in a range of service areas and/or organisations.	Essential
Experience of working with other councils, partners and external agencies.	Desirable
Experience of building strong effective relationships and using influence within a team to achieve desired outcomes.	Essential
Ability to manage competing priorities.	Essential
Experience of coordinating the work of a project team to ensure delivery of a project to time.	Desirable
Ability to effectively support and empower staff to produce an excellent quality of work.	Essential
Ability to work independently and deliver work to agreed deadlines.	Desirable
Has some experience of working with elected members and displays political awareness.	Essential
Has a good working knowledge of corporate priorities and can articulate interdependences and identify strategic outcomes.	Essential
Can command the respect of people at all levels of the organisation, including from frontline teams, peers and senior managers.	Essential
Demonstrates tact, diplomacy and sensitivity to be able to work effectively with councillors and senior managers.	Essential
Qualified to degree level of experience which demonstrates effective research, analytical and communication skills at the highest level.	Essential

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](#).

Office work with meetings at other offices, travel to and from Council and Partner sites.

A degree of flexibility would be required in order to attend meetings at other locations across the borough and region both with and on behalf of the Strategic Director. Evening and weekend work may be required, to attend public meetings for example.

This Job 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 Office Use Only:

Job Category		Grading ID	
Job ID		Last Updated	
Job Focus		Career Progression	

Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			