

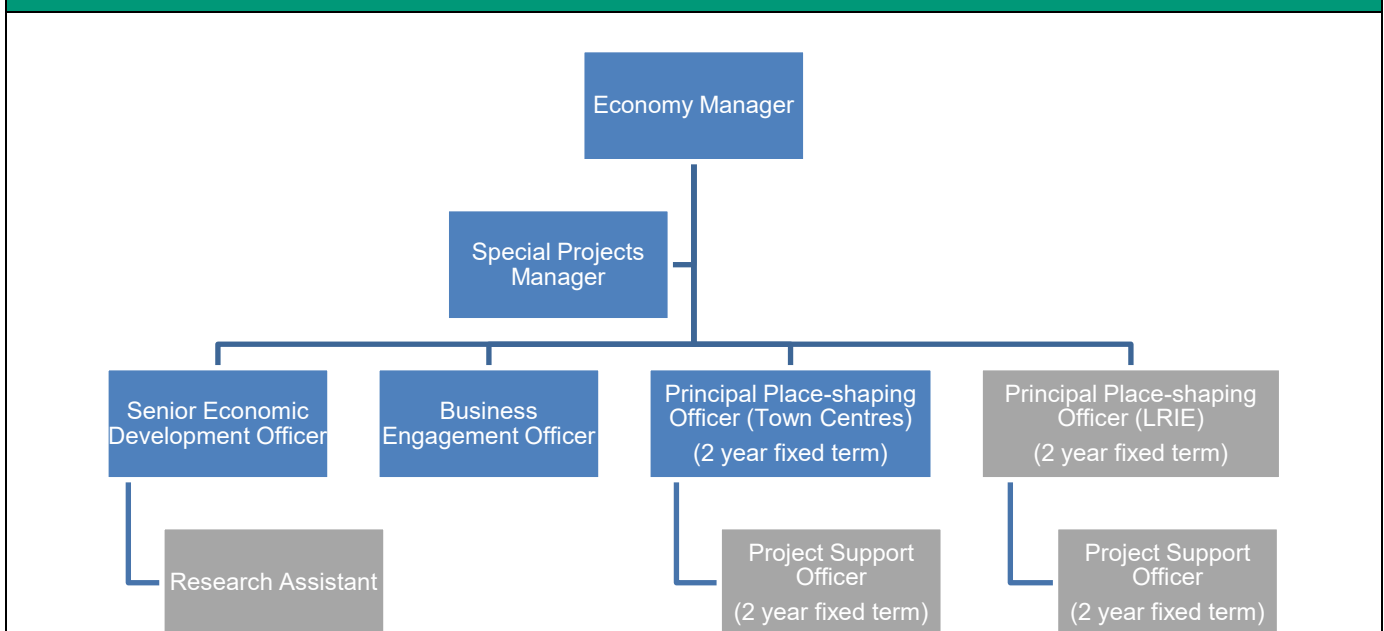
Job Description and Person Specification

Job title:	Project Support Officer (fixed term)
Directorate:	Place
Service:	Development and Planning
Team:	Economy Team
Post number:	04914 / 04915
Salary grade:	Grade G
Work location:	Market Street
Reports to:	Principal Place-shaping Officer
Supervises:	N/A

Job Purpose

To support the delivery of high-profile regeneration programmes, including the redevelopment of West Berkshire Council's London Road Industrial Estate and Town Centre Masterplans for Newbury, Thatcham and Hungerford.

Structure Chart



Main Duties and Responsibilities

- Support the Principal Place-shaping Officers and Economy Manager in delivering the Council's regeneration programmes;
- Support the proper and efficient management of the London Road Industrial Estate regeneration / Town Centre plans, projects and budgets
- Assist in the preparation of the service delivery plan and provide monitoring reports as necessary

Main Duties and Responsibilities

- Produce reports, agendas and minutes for project board meetings
- Ensure Risk Management principles are continuously applied to all projects
- Assist in the preparation of bids for public and private sector funding where appropriate
- Take responsibility and accountability for specific project work ensuring that they are of the highest quality and responsive to local needs
- Undertake engagement work with key stakeholders where necessary
- Undertake research of economic needs in relation to the programme and projects
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

Impact: Town centre regeneration and LRIE are high-profile transformation programmes and a Council priority – as such the impact of success or failure is high. The post holder will work closely with senior Members and Officers, external partners, stakeholders and businesses and across all Council services.

Employees: No direct reports.

Decisions: Post holder is expected to work with limited supervision and must be able to work in a flexible manner to ensure that changing priorities are addressed.

Money: No budget responsibility

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
Educated to degree level or similar relevant experience	E	1
GCSE English and Maths at grade 4 or above	E	2
Project management qualification (or willingness to pursue the same)	D	1
Experience		
At least 1 years relevant work experience	E	1
Experience of working in a local authority or a similar organisation	D	1
Experience of developing and managing successful projects	E	2
Experience of developing successful funding bids	D	2
Knowledge and understanding		
Strong knowledge of West Berkshire and the surrounding area, including its challenges and opportunities	E	1
Understanding of project management methodology	E	2
Political awareness and understanding of the local government environment	D	1
Understanding of and commitment to equality of opportunities	E	3
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2

Ability to work with a range of technical and regulatory disciplines.	D	1
Well-developed influencing and negotiating skills	E	3
Ability to communicate effectively with a wide range of people, verbally and in writing	E	4
Work-related personal qualities		
Well-organised and able to prioritise workload	E	1
Ability to work flexibly as part of a team	E	2
Professional and approachable	E	3
High degree of self-motivation and initiative	E	4
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	1
Enhanced DBS check with relevant barred list/s	No	n/a
Is this post politically restricted?	No	n/a
Ability to work occasional evenings to attend Council meetings	D	1
Full, clean driving licence	D	2