

Hertfordshire County Council

Job Outline



JOB TITLE: Project Officer
GRADE: H9
REPORTS TO: Youth Work Development Worker
TEAM: Services for Young People
DEPARTMENT: Children's Services

Purpose of the Job

To contribute to and take responsibility for elements of project management, taking a positive approach to solving problems and issues.

Main Areas of Responsibility

Managing the Project: To provide support to various projects within the department. To help prepare project documentation and project plans incorporating risk management. Monitor and report progress against key dates and milestones.

Research and Reporting: Undertake research utilising new technology and using project management tools available. Analyse information and data, produce reports and highlighting relevant issues and concerns which relate to the needs of the service.

Monitor and Review: Support and contribute to cross service projects and county council priorities. Ensure the right measurements are in place, monitor, review and evaluate progress throughout the project.

Change Management: Plan, prepare and present information at workshops. Support and assist with managing change aspects of the project. Identify learning and development needs and utilise learning and organisational development solutions to support cultural change.

Managing Budgets: Administer the allocation of funds relating to the project including placing orders, tracking invoices and monitoring spend against budget.

Communication and Building Relationships: Develop and maintain effective working relationships with internal and external partners and stakeholders. Resolve or escalate issues in a timely manner.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and, in the order, listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- Demonstrates effective project management and IT skills
- Undertakes research and analysis using best practice and delivers appropriate solutions and recommendations
- Demonstrates effective organisational skills and prioritises activities to meet tight deadlines.
- Demonstrates excellent writing skills, adaptable for a range of audiences (e.g. reports, session plans, presentations)
- Delivers professional change management support to enable the organisation to build on previous learning
- Demonstrates clear and concise communication skills, collaboratively working with a range of stakeholders.
- Positive approach to solving problems creatively.
- Experience of working with young people.

There are no specific qualifications required for this job although either experience in service delivery or a business related qualification would be beneficial.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councilors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

