

CHRISTCHURCH TOWN COUNCIL

JOB DESCRIPTION

Job Title:	Projects Officer
Grade:	SCP 28 £32,234 – SCP 30 £33,782 per annum (Full-time 37 hours per week 2-year fixed term)
Reports to:	Town Clerk
Line Manged by:	Town Clerk
Hours of Work:	37 hours per week 2-year fixed term contract

Purpose of the Job

To provide project design, implementation and management for projects identified by the Town Council.

Principal Accountabilities

To work with the Council and its Committees to successfully initiate, plan, design, execute, monitor, control and manage projects/initiatives.

Coordinate project management activities, resources, equipment and information.

Develop project/events action plans and set timeframes for performance management and delivery.

Assist in the preparation of contract documentation, project briefs and specifications.

Liaise with project partners and stakeholders to identify and define requirements, scope and objectives.

Help prepare budgets and written reports to the Council and its Committees providing recommendations where necessary.

Prepare risks assessments.

Assist in the project procurement process.

Monitor project budgets and project progress and handle any issues that arise.

Act as the point of contact and communicate project status to all participants.

Assist with the Issue of all appropriate legal paperwork (e.g. contracts and terms of agreement) and to co-ordinate where and when outsourced legal advice is necessary.

Create and maintain comprehensive project documentation, plans and reports.

Contract monitoring to ensure projects are delivered on time and within budget and to quality standards.

Attend event/meetings/training at weekends and/or evenings as required.

Work in accordance with Council's Health & Safety and other policies and legislation/guidelines and where appropriate seek to minimise the Council's Carbon footprint through consideration and sourcing of sustainable energies, contractors, and materials.

Pursue funding opportunities (e.g. grants and sponsorship) and complete funding/bid applications.

Assist in preparation of Business Plans.

Community engagement – exploring innovative and effective ways to enable and encourage the local community to become more involved with Town Council projects

Carry out all administrative and other duties associated with the post and council's administrative functions.