



Role Profile and Person Specification

Christchurch Town Council

Position	Project Officer Full-Time (37 Hours per week)(2 Year Fixed Term Contract)	
Reports To	Town Clerk	
Contribution to Council Strategy	This role makes a positive difference to customers and service users by supporting the delivery and oversight of programmes and projects to secure the aims and objectives in the Corporate Strategy.	
Grade SCP 18-23	SCP 28 £32,234 – SCP 30 £33,782 per annum (Full-time 37 hours per week 2-year fixed term)	November 2021
Your role delivers:	<ul style="list-style-type: none"> • Support to the Town Clerk in the design, implementation, oversight and delivery of programmes and projects identified by the Council. • Support to stakeholders in the consultation and lead-up to project implementation. • Support for the ongoing design and direction of travel in identifying future projects and funding opportunities. 	
You have these essential criteria for the role:	<ul style="list-style-type: none"> • Formal Project Management qualification (Degree, PRINCE2, and/or equivalent) and/or 3 years' experience in the field • Knowledge and practical experience of construction industry and procurement/tendering of contracts • Good understanding of project management methodologies and tools • Track record of experience of delivering projects or improvements within the workplace. • Good Organisational skills • Excellent IT proficiency and confident with the use of Office365 and other digital applications commonly found in the business environment • Effective research, written and verbal communication and presentation skills • The ability to build and sustain working relationships with stakeholders and officers at all levels • A self-motivated and enthusiastic approach to work • Ability to prioritise conflicting workloads against competing deadlines and deliver outcomes within defined timescale 	
You may also have these desirable criteria for the role:	<ul style="list-style-type: none"> • Previous local government experience 	



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Your role manages:	<ul style="list-style-type: none"> Your own workload Multiple project-based tasks and activities with competing priorities and deadlines
Your role impacts:	<ul style="list-style-type: none"> External stakeholders which includes council customers, elected members and third-party suppliers. Internally the role will impact on many and varied services across the council through the design and implementation of projects and initiatives
Your role connects you with:	<ul style="list-style-type: none"> The majority of services across the council. The Unitary Authority – BCP Council External customers and clients. Internal Officers and Councillors.
Success in the role means:	<ul style="list-style-type: none"> Delivering project support and providing a co-ordinated and a planned approach to professional project management and delivery. Identifying future plans and projects within the Council assets and facilitating future service-improvements.
Your role regularly includes:	<p>Supporting the Town Clerk and Councillors by:</p> <ul style="list-style-type: none"> Supporting the development of project plans and other project resources. Maintaining risk registers and other documentation, providing reports on project and programme progress. Liaising with 3rd party service providers, to deliver a joined-up approach to project delivery. Undertaking a wide range of tasks and working on a number of different projects at the same time, which may cause conflict in terms of priorities
Your key inputs into the role are:	<ul style="list-style-type: none"> An understanding of project processes and documentation used throughout the lifecycle of a project Working on your own initiative and as the sole project lead advisor



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	<ul style="list-style-type: none"> • Creativity to design and maintain programme and project management tools and processes to enable efficient and effective best practice PM • Applying a robust, persistent and consistent approach to managing your workload and meeting targets
All members of staff are required to:	<ul style="list-style-type: none"> • Comply with all statutory requirements and regulations, and policies and procedures of the Council within the remit of the post • Be responsible for making themselves familiar with the Council's health and safety policy and fulfilling any duties, responsibilities or tasks relevant to the post • Contribute to Risk Management, including Financial Management practices within the remit of the post • Comply fully with the Data Protection Act 2018 and the Equality Act 2020 • To actively participate in both corporate and post specific learning and development activities and to continually develop skills and abilities within the role • To contribute to a work environment in which everyone is treated with dignity, respect, courtesy and fairness and where all employee behaviour is in line with the Council's values • Be available for evening meetings as and when appropriate according the Council's calendar of meetings.
Other role requirements:	
DBS Check	Not a requirement of the role
Travel	Full UK Driving Licence required for this role – Mileage paid at HMRC rate
Politically Restricted Post	This post is not politically restricted under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990
Statutory Post	This post is not a statutory post under the Local Government and Housing Act 1989 and Local Government Act 1972