

## JOB SUMMARY

<b>Post Title</b>	<b>Project Officer – Climate Change</b>						
<b>Job Family</b>	<i>Partnership, commissioning and contracts</i>	<b>Pay Range</b>	<i>Grade 8</i>	<b>Line Manager to others?</b>	<b>No</b>	<b>Role profile ref</b>	<i>PCC08</i>
<b>Service Area</b>	<i>Service Area: Waste and Environment Org Unit: Environment</i>						
<b>Line Manager</b>	<i>Natasha Dix</i>						
<b>Location</b>	<i>County Hall</i>						

**Job Purpose** 1-2 sentences

To provide an efficient, accurate and comprehensive project delivery service within the waste and environment team. This will include working across the main disciplines of climate change, sustainability, energy and waste.

**Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)** 6-8 bullet points max

- To support the management and delivery of key projects, including use of the appropriate project management tools and budget management.
- Undertakes special assignments, projects or research as required. Liaises with other Directorates, Councils, Government bodies and outside agencies as necessary. Gathers information and prepares reports. Advises on feedback, makes recommendations as appropriate, and carries out any necessary follow up actions.
- To work with the waste team and others in the design and delivery of project activities
- To carry out general project support duties for the team including researching, compiling and producing management reports, presentations and information packs.
- To take on responsibility for delegated tasks that form part of complex initiatives and funding bids, including drafting and production of bid documents, investigation, appraisal and evaluation of options and consultation with members, senior officers and tenants to facilitate their involvement in the appraisal process
- To undertake appropriate training to develop skills as necessary.

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<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand columns)	<b>Essential</b>	<b>Desirable</b>
Relevant practical experience within the relevant working environment.	<i>Support and manage projects across the full range of activities defined within the Waste Management Service including:</i> <ul style="list-style-type: none"> <li>- Commercial Projects</li> <li>- Digital Project</li> <li>- Customer focused projects</li> </ul>	<b>x</b>	
Extensive working knowledge of relevant processes and systems.	<i>Evidence of contributing to projects, preferably with transferable skills</i>		<b>x</b>
Understanding of project management and associated disciplines	<i>Willingness to develop knowledge and understanding in Waste, recycling and project management</i>	<b>x</b>	
Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences / developments.	<i>Willingness to learn and develop knowledge appropriate to the projects that will be supported.</i>		<b>x</b>
Good ICT skills including use of Microsoft applications and specialist systems.		<b>x</b>	
Good verbal and written communication skills with the ability to explain information in a way that a non-specialist can understand.	<i>Good communicator, able to work with variety of stakeholders and able to write using plain English for a range of audiences</i>	<b>x</b>	
Proven ability to build relationships and engage successfully with stakeholder community.	<i>Experience of working with stakeholders, preferably relevant to regeneration</i>		<b>x</b>
Good planning and organisational skills.	<i>Good organisational and administrative skills</i>	<b>x</b>	
Good literacy and report writing skills.	<i>Excellent data analysis skills</i> <i>Experience of understanding and reporting on performance</i>		
Good numeracy and analytical skills. Accurate with good attention to detail.	<i>Ability to monitor and report on performance / service standards within area of responsibility as required. Support the analysis of information and identify issues for further review.</i>	<b>x</b>	

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	<i>Ability to work with and manipulate data</i>		
Experience of financial processing and / or budget monitoring.			<b>x</b>
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to A-level or equivalent  Level 2 English and Mathematics	<i>Willingness to work towards level 4 qualification</i>	<b>E</b>	
Relevant professional qualification.			<b>D</b>
<b>Other Requirements</b>			
<i>Must be available for meetings outside usual working hours</i>			
<i>Valid UK Driver's licence</i>			
<b>Organisation Structure (optional)</b> This post is highlighted in red bold			
Directors	Strategic Managers	Officers	
<b>Neighbourhoods</b> Colin Rowland - Director of Neighbourhoods			
	<b>Waste and Environment</b> Natasha Dix - Strategic Manager Waste and Environment		
		<b>Waste and Recycling Management</b>	
		Robert Brooker - Waste and Recycling Contract Manager	
		Emily Crew - Waste Business Administrator	
		Beth Fox - Trainee Project Manager	
		<b>Environment</b>	

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		Project Officer: Environment and sustainability
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