

# Job description

**Job title:** Project Officer  
**Grade:** Dorset Grade 9  
**Job evaluation reference:** ES421  
**Job family:** Natural Environment

## Purpose and impact

1. To support the development and delivery of specific designated project/s in accordance with the aims of the Directorate Plan.

## Key responsibilities

2. To develop and deliver specific designated project/s.
3. To research, prepare and initiate new project/s as required
4. Support and contribute to the collation, aggregation, analysis, interpretation and dissemination of research and information in a specified area as required on behalf of the County Council, its associated external partnerships, and the public.
5. Maintain the security and integrity of corporate and other data sets, with due regard to relevant legislation.
6. Prepare, present and disseminate project reports and bulletins for a range of audiences and for publication as required.
7. To co-ordinate the work of project working groups and to supervise on a day to day basis the work of any staff, volunteers and students working within the project/s as required.
8. To organise, facilitate and participate in working groups, meetings and seminars.
9. To liaise, communicate and negotiate with project partners and stakeholders as required.
10. To promote the project as agreed with the post holder's line manager
11. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

## Supervision and management

Reporting to: Appropriate manager as specified in the context statement.

Responsibility for: Staff at this level may be expected to undertake day to day supervision of staff, such as staff allocated to assist with projects (see '3' above)

## Other factors

12. To manage IT equipment and workstation for self and other staff as required.
13. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safeguarding of data and record systems both manual and computerised.
14. Responsible for project budgets as agreed with manager.
15. Office based with a need to travel to attend meetings.
16. Conflicting demands and tight deadlines are a feature of this post



## **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. A relevant degree or professional qualification in a relevant subject area (see context statement)	Application form
<b>Experience</b>	
2. Significant appropriate work experience in project management with a track record of successful project working and delivery (refer to context statement)	Application form Interview Assessment
<b>Knowledge</b>	
3. A good understanding of policy, legislation and developments in the field of work relevant to the function (refer to context statement)	Application form Interview Assessment
4. Knowledge of the main concepts relating to area of work outlined in the context statement.	Application form Interview Assessment
<b>Skills and abilities</b>	
5. ICT literate particularly in the use of Word, Excel and Powerpoint	Interview Assessment References
6. Excellent and prolific report writing skills	Interview Assessment References
7. Ability to build and sustain good working relationships	Interview Assessment References
8. Effective communicator who is able to operate at a broad range of levels	Interview Assessment References
9. Ability and willingness to motivate others	Interview Assessment References
10. Committed to achieving the required results	Interview Assessment References
11. Able to respond to changing priorities and demands within a project, including working to deadlines.	Interview Assessment References
12. Enthusiastic and proactive	Interview Assessment References
13. Flexible team member	Interview Assessment



	References
14. Supervisory skills	Interview Assessment References
<b>Our values</b>	
15. Respect	Interview Assessment
16. Together	Interview Assessment
17. Accountability	Interview Assessment
18. Openness	Interview Assessment
19. Curiosity	Interview Assessment
<b>Other</b>	
20. Ability to fulfil the travel requirements of the post	
21. Committed to the delivery of outputs on time	
22. Must be prepared to on occasions work outside of normal hours	

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
23. Experience using Geographical Information Systems (GIS) (For Environmental Services roles only)	Application form
<b>Experience</b>	
24. Experience of Partnership working	Application form Interview Assessment
25. Previous direct experience in an area relevant to the described project (see context statement)	Application form Interview Assessment
26. Previous direct experience in stakeholder engagement	Application form Interview Assessment
<b>Knowledge</b>	
27. Knowledge of Dorset's environment and its various social and economic uses in particular	Application form Interview Assessment
28. those which relate to the project subject area	Assessment

## Approval

Manager's job title:

Date:

