

Job description

Job title: Community Engagement Project Officer
Grade: Grade 10
Job evaluation reference: BA6043
Job family: Business, Policy & Administration

Purpose and impact

The Communication & Engagement team is a centralised function responsible for:

- building and maintaining the council's reputation
- supporting achievement of the council's strategic objectives
- building the council's identity and engagement with employees, councillors, residents, partners and other stakeholders
- shaping the council's relationship with the local voluntary community sector and other organisations.

Key responsibilities

- Build and maintain effective communication and working relationships with a range of internal and external stakeholders, (including Dorset councillors, town & parish councils, Police, Fire and Rescue Service, NHS, the voluntary & community sector, diverse communities and hard-to-reach groups) in order to support the achievement of Dorset Council priorities as outlined in the Council Plan.
- Plan, deliver and provide advice on public consultation and engagement activities in order to:
 - inform the council's planning and decision-making
 - generate or test new ideas
 - co-produce how services are delivered
 - promote mutual understanding between the council, partners and public, increasing public understanding of council activities, encouraging active involvement in the community and ensuring the council best understands the views of local people.
- Analyse, interpret and disseminate the results of consultation and engagement, providing accurate data and insight to enable evidence-based decision making and to comply with legal and good practice guidelines for public consultations.
- Develop and deliver strategies, action plans, initiatives and policies with colleagues from a range of agencies, aimed at delivering Dorset Council Plan outcomes.
- Participate actively in the evaluation of programme delivery, monitoring and reporting on programme performance. Ensure projects are managed within agreed timescales, budgets and quality standards.
- Responsible for supervising colleagues (through matrix management arrangements) to deliver projects, including delegation of and overseeing work, giving feedback, and development support.



- Work to the direction of the line manager to provide cross-cover or additional capacity in response to particular pressures within the team.

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: Business Partner for Communities and Partnerships

Responsibility for: No line management responsibility

Other factors

This post does not have a significant travel requirement however the post holder will be required to travel on a relatively regular basis within and outside the county for partner meetings, training, networking events. This means that there is a requirement for a vehicle to be available in order to carry out normal duties.

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.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. A degree or professional qualification in relevant area and/or relevant professional experience	Application form
2. Evidence of relevant continuing professional development	Application form
Experience	
3. Extensive experience in a relevant role	Application form Interview Assessment
4. Experience of managing projects	Application form Interview Assessment
5. Proficient in a range of IT systems including Office 365	Application form Interview Assessment
6. Experience of working successfully with a range of external stakeholders / organisations and with members of the public	Application form Interview Assessment
Knowledge	
7. Knowledge of local government including an understanding of the importance of consultation and community engagement	Application form Interview Assessment
Skills and abilities	
8. Excellent written and oral communication skills including report writing and presentation skills	Interview Assessment References
9. Ability to work both on own initiative and as part of a team	Interview Assessment References
10. Ability to influence others	Interview Assessment References
11. Ability to deliver projects to an agreed timetable and within budget	Interview Assessment References
12. Excellent interpersonal skills and ability to develop good working relationships/networks and partnerships	Interview Assessment References
13. Ability to work flexibly with an adaptable approach to work and conflicting demands and deadlines	Interview Assessment References



Our values	
14. Respect	Interview Assessment
15. Together	Interview Assessment
16. Accountability	Interview Assessment
17. Openness	Interview Assessment
18. Curiosity	Interview Assessment
Other	
19. Able to fulfil the travel requirements of the post	
20. Able to undertake training as required	

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.

Qualifications, training or registrations	Assessed through:
21. Project Management Qualification E.g. Prince 2	Application form
Experience	
22. Previous experience of working in a large statutory organisation or voluntary community sector organisation	Application form Interview Assessment
23. Experience of budget management	Application form Interview Assessment
24. Experience of supporting commissioning processes within a statutory sector setting	Application form Interview Assessment
25. Experience of delivering statutory consultations, including developing surveys and analysing responses	Application form Interview Assessment
26. Experience of contract management within a statutory sector setting	Application form Interview Assessment
27. Experience of delivering presentations / training in person and virtually	Application form Interview Assessment
28. Experience of research, analysis and producing structured documents and reports to a high-quality standard	Application form Interview Assessment
Knowledge	
29. Knowledge and understanding of the challenges experienced by different thematic and geographic communities and the ability to work flexibly to support their differing needs	Application form Interview Assessment
30. Knowledge of the commissioning cycle and process	



Approval

Manager's job title: Jennifer Lewis
Date: 29/06/20

