**Employment and Skills SERVICE**

**Job Description**

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| **JOB TITLE** | **Project Officer** |
| **SERVICE UNIT** | **Employment and Skills** |
| **RESPONSIBLE TO** | **Project Manager** |
| **JOB I.D. No** | **M35** |
| **GRADE** | **Grade E** |
| **OBJECTIVES** | **To provide support to the Council’s Employment and Skills function, focusing on project and research work related to partnership working, surveys, research and other corporate initiatives and public events.** |
| **MAIN DUTIES AND RESPONSIBILITIES**   1. To assist in implementing the Unit’s Annual Service Plan as directed by the Head of Employment and Skills. 2. To undertake project work supporting Officers within the unit e.g. careers advice in schools, employment programmes, apprenticeships, economic research, live work and invest website, Prosperous Board, Business Summits, Business engagement and more. 3. To research and provide information in support of corporate initiatives. 4. To support the work of new policy and strategy formation; various questionnaire/survey work; several public events. 5. To undertake research and analysis, and prepare briefing notes and reports as and when required. 6. To plan and deliver public events across the Borough. 7. To support the team’s survey work, helping to analyse and capture data in an understandable and presentable way. 8. To undertake important administrative duties ranging from minute taking, to senior officer diary management. 9. To contribute to the process of continuous development and improvement of systems necessary for the effective delivery of the Unit’s service. 10. To implement the Council’s Equality and Health and Safety policies. 11. To undertake such job related duties as may be required from time to time which are commensurate with the grade of the post. 12. To deal fairly and openly with colleagues at all times. | |

**Employment and Skills SERVICE**

**PERSON SPECIFICATION**

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| **JOB TITLE** | **Project Officer** |
| **Service unit** | **Employment and Skills** |
| **JOB I.D. No** | **M35** |

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| **1. Qualifications** |  |
| * Degree or transferable equivalent work experience | **E** |
| An ability to fulfil all spoken aspects of the role with confidence through the medium of English | **E** |
| **2. Key Skills & Knowledge** |  |
| * Basic understanding of the role of and challenges facing local authorities | **E** |
| * Understanding of the principles of good project management | **E** |
| * Ability to analyse, organise and communicate complex information effectively and clearly | **E** |
| * Ability to be effective when planning and delivering events | **E** |
| * Ability to write reports and/or briefing notes. | **E** |
| * Ability to research information on own initiative. | **E** |
| * Competence in the use of IT and related software | **E** |
| * Ability to communicate effectively with people at all levels and from other organisations | **D** |
| * Knowledge of supporting large scale events/conferences | **D** |
| * Knowledge of the application of data analysis and customer research techniques | **D** |
| **3. Key Aptitudes & Personal Qualities** |  |
| * Self-motivation, organisational skills, and the drive and ability to solve problems | **E** |
| * Willingness to take responsibility for own work and development | **E** |
| * Commitment to the principles of customer service | **E** |
| * Commitment to the principles underpinning equality and democracy | **E** |
| * Interest in local government and delivery of services | **E** |
| * Aptitude for teamworking, with a focus on practical outcomes | **E** |
| * Willingness to undertake further training and development | **E** |

**For Information:**

Category

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.
2. Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.