

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

|                       |   |      |       |
|-----------------------|---|------|-------|
| Job Title:            | HS2 Project Officer                           | JEID | M0558 |
| Salary Grade:         | Grade L                                       |      |       |
| Team:                 | HS2 Team, Infrastructure & Regeneration Group |      |       |
| Service Area:         | Transport & Economy                           |      |       |
| Primary Location:     | Barrack St, Warwick                           |      |       |
| Political Restriction | This position is not politically restricted.  |      |       |
| Responsible to:       | HS2 Programme Manager                         |      |       |
| Responsible for:      | N/A   |      |       |

#### Role Purpose

Warwickshire County Council maintains a proactive role with HS2 Ltd, working with community and business groups, to ensure that as HS2 is implemented that Warwickshire maximises any positive benefits and minimises the negative impacts of construction in the county.

The role will operate and report to an existing programme governance structure and support the programme manager and HS2 team to deliver the mitigation, management and processes required for HS2.

#### Role Responsibilities

To support the programme manager and wider team in the delivery in the following areas:

- 1) Managing the internal processes (and development) required to maintain the council's qualifying authority status for all consents under the Act.
- 2) Provide reporting of risks and assurance for the council.
- 3) Helping to ensure robust project management and risk registers are applied to all work streams, in accordance with Corporate & Communities programme management systems
- 4) Assisting in the creation and delivery of funding bids in support of communities and business groups eligible for the Business & Local Environment Fund and Community Environment Fund from HS2
- 5) Contributing or responding to formal consultations within fixed and demanding timescales.
- 6) Representing the council at external meetings with local and regional partners to maximise the

economic benefits and priorities in Warwickshire from the HS2 programme.

- 7) Representing the council at external meetings with HS2 and other national government departments.
- 8) Supporting a range of internal & external meetings.
- 9) Assisting and contributing to reports and papers for the HS2 Programme Board and committees as requested.
- 10) To carry out all duties in line with WCC's equality & diversity policy and the 2010 Equality Act
- 11) To promote a culture of excellent customer service, responsive customer relations and attention to customer complaints
- 12) To prepare and let tenders in line with county council procurement policies within the CSO & FSO procedures.

Additional duties:

- 1) To take an active part in the Regeneration & Infrastructure Group, including attending team meetings
  - 2) To contribute to ensuring an up to date communications plan for the group
  - 3) To undertake further training as required
  - 4) Attendance at evening & out of hour's meetings as required
- To ensure the council's
- 5) To carry out any other work identified by the HS2 Programme Manager, Group Manager, Head of Service or Joint Managing Director, in keeping with the Group, Business Unit & Communities Service Plans and operational requirements.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

|  |                       |
|--|-----------------------|
| Degree or significant experience in one of these fields; regeneration, economic development, town planning, highway or traffic engineering as well as experience of project and risk management processes. | application/interview |
| A good understanding of how national and local government operates at all levels   | application/interview |
| Detailed understanding of the governance issues and partnership structures of public bodies.   | application/interview |
| Expereince of working with multiple statkeholders across complex projects  |                       |
| Strong political awareness   | interview             |

|  |                                    |
|--|------------------------------------|
| Excellent communication skills, oral and written including; the ability to present complex information succinctly to a range of audiences at a range of different levels. The preparation of briefings for senior officers and elected members, written reports & power point presentations. | application/interview/presentation |
| The ability to establish and maintain strong working relationships with a range of partners and organisations across Warwickshire, the region and nationally   | interview                          |
| Ability to manage and achieve competing priorities within short timescales   | interview                          |
| Ability to work from your own initiative with minimal supervision, and be a high performing & effective member of a team   | application/ interview             |
| Demonstrable commitment towards Health and Safety and the Equality of Opportunity policies in the Council.   | application                        |
| Flexible, Enthusiastic, and positive attitude towards work including some unsociable out of hours work when necessary  | application/ interview             |
| Strong IT and desk top package skills in; word processing, spreadsheets, data, web management and social media platforms.  | application/ interview             |
| Willingness to undertake and provide training to others within the scope of the post   | application/ interview             |
| The ability to take a lead role and chair meetings when necessary  | application/ interview             |

### Desirable Criteria

Assessed By:

|  |                         |
|--|-------------------------|
| A working knowledge of large government lead projects  | Interview               |
| A working knowledge of the Council's corporate project and reporting management systems      | application / interview |
| A working knowledge of the media and communication processes in the Council                  | application / interview |
| Previous experience of working with community groups to create consensus                     | application / interview |
| Previous experience of drafting committee reports  | application / interview |
| Experience of undertaking procurement and tendering exercises on behalf of the public sector | application/ interview  |

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety

Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

## Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

|   |   |
|---|---|
| <input type="checkbox"/> Provision of personal care on a regular basis  | <input type="checkbox"/> Driving HGV or LGV for work  |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis  | <input type="checkbox"/> Restricted postural change – prolonged sitting   |
| <input type="checkbox"/> Lone working on a regular basis  | <input type="checkbox"/> Restricted postural change – prolonged standing  |
| <input type="checkbox"/> Night work   | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching  |
| <input type="checkbox"/> Rotating shift work  | <input type="checkbox"/> Manual cleaning/ domestic duties   |
| <input type="checkbox"/> Working on/ or near a road   | <input type="checkbox"/> Regular work outdoors  |
| <input checked="" type="checkbox"/> Significant use of computers (display screen equipment)   | <input type="checkbox"/> Work with vulnerable children or vulnerable adults   |
| <input type="checkbox"/> Undertaking repetitive tasks   | <input type="checkbox"/> Working with challenging behaviours  |
| <input type="checkbox"/> Continual telephone use (call centres)   | <input type="checkbox"/> Regular work with skin irritants/ allergens  |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)  | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)  |
| <input type="checkbox"/> Work requiring respirators or masks  | <input type="checkbox"/> Work with vibrating tools/ machinery   |
| <input type="checkbox"/> Work involving food handling   | <input type="checkbox"/> Work with waste, refuse  |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids   | <input checked="" type="checkbox"/> Face-to-face contact with members of the public   |
| <input type="checkbox"/> Other (please specify):  |   |