European Union
European Regional Development Fund

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:	Project Officer (Business & Economy)	JEID	M0623
Salary Grade:	I		
Team:	Economy and Skills Group		
Service Area:	Communities		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner (Business & Economy)		
Responsible for:			

Role Purpose

To support the Lead Commissioner, Programme Managers and other staff with the design, development, commissioning and management of projects, programmes, initiatives and campaigns that support either business and economic growth or skills and employability activity.

To provide project and contract management support on a range of projects, programmes, initiatives and campaigns.

To manage individual projects, initiatives and campaigns.

The post is part funded by the European Regional Development Fund (ERDF).

Role Responsibilities

To work with the Lead Commissioner, Programme Managers and other staff to ensure that projects and commissioned services deliver commissioning plans, objectives and outcomes.

To assist with the review and verification of grant claims from delivery partners/ WCC grant recipients/ suppliers and the preparation of project or programme claims to funding bodies.

To undertake day-to-day updating of client record management systems and other monitoring systems

that track expenditure, outputs, outcomes, impacts, issues and risks.

To manage individual projects, initiatives and campaigns that support either business and economic growth or skills and employability activity.

To lead on the development and updating of relevant pages on the Council's web site and Intranet pages.

To assist Cost Centre Managers with monitoring expenditure, raising orders and processing payments.

To assist with the set up and establishment of grant agreements and contracts including supporting project inception visits and other due diligence.

To liaise with delivery partners, WCC grant recipients, suppliers, funders and other stakeholders.

To assist with the preparation for external audits from funding bodies, the Government Internal Audit Agency and other agencies including the collation of evidence (procurement, expenditure, outputs, publicity, etc).

To assist with monitoring visits in order to ensure delivery partners/ WCC grant recipients/ suppliers have effective monitoring systems and audit trails in place including by taking notes and minutes.

To support WCC governance structures including Project and Programme Boards and Grant Panels by organising meetings, assisting with the production of meeting papers and taking minutes.

To support the design and development of new projects, programmes, initiatives and campaigns that support business and economic growth or skills and employability activity including by assisting with the preparation of business cases and applications to external funders.

To assist with the production of evaluation reports for projects and programmes including the collation of client/ partner/ supplier feedback, case studies, performance data and impact evidence.

To help ensure project records are organised and retained in line with document retention requirements.

To deputise for other team members when required.

To undertake any other duties and responsibilities within the range of the salary grade.

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 other equivalent qualification, or minimum of one year's work experience.	A, I, D
Project management skills including planning and an attention to detail.	A, I
Financial management skills.	A, I
Good interpersonal skills including an ability to work with internal and external stakeholders.	A, I
Good communication skills both in person and writing.	A, I
Highly developed IT skills.	
An ability to collect, analyse and understand data.	A, I
An ability to work on own initiative including planning and organising work with minimum supervision.	A, I
An ability to work under pressure including meeting deadlines.	A, I

Desirable Criteria

	Assessed By:
Experience of project management.	A, I
PRINCE2 or other recognised project management qualification.	A, I, D
Interest in economic development, business support, skills or employability activities.	A, I

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