**JOB DESCRIPTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post Title: Project Officer (CCZ)** | | **Director/Service/Sector Rural Growth** | | **Office Use** |
| **Grade:Band 6** | | **Workplace: Berwick upon Tweed** | | **JE ref: 4398**  **HRMS ref:** |
| **Responsible to: CCZ Manager** | | **Date: February 2024** | **Manager Lever:** |
| **Job Purpose: To provide comprehensive support to professional staff in the provision of CCZ project development and delivery, particularly with regard to the provision of timely and accurate information, development of policies and business cases, and the management of contracts and relations with external partners.**  **This post is funded by the North of Tyne Combined Authority as part of the CCZ programme (2022-27)** | | | | |
| **Resources** | Staff | May act as a mentor/supervisor for professional trainee and technical support staff on particular projects. Contribute to programming and managing the workload of CCZ. Supervision of sub-contractors and external contractors. | | |
| Finance | | Shared responsibility for certain elements of the CCZ budget associated with particular projects and contracts.  Responsible for the accurate production and management of data to inform budget setting and monitoring. | | |
| Physical | | Develop, manage and maintain relevant databases, registers and business systems that support the effective operation of CCZ. Shared responsibility for the administrative and technical data resources of CCZ, including the security, maintenance and accurate update of relevant records. Assisting the acquisition and deployment of goods and services for project delivery. Ensure effective capture and processing of relevant data. | | |
| Clients | | Members, parish councillors, local creative businesses, community and cultural organisations and civic agencies, Schools/FE/HE and creative sole traders. Deal with complaints and Freedom of Information requests as they arise. Ensure compliance with relevant legislation, Council policies and procedures. | | |
| **Duties and key result areas:**   1. To provide practical, logistical support for the effective delivery of a variety of activities, projects and events that the Economy & Regeneration Service undertakes with regard Culture & Creative Zone Berwick and to play a full part in the monitoring and evaluation of those activities, projects and events. 2. To undertake relevant information analysis as required, including undertaking surveys involving the collection, input and extraction of data into and from databases and websites, and to compile intelligence reports for publication. 3. Support CCZ Creative Action Fund grant programme, including providing a secretariat for the Board and supporting the CCZ Manager and Appraisal Officer in the appraisal of applications for the grants. 4. To support the holding of partnership and public meetings aimed at engaging stakeholders, communities and creative and cultural businesses in CCZ programme, including those associated with the North of Tyne Combined Authority. 5. To provide accurate and up to date information reports, and promote their findings through bulletins and briefings with relevant stakeholders. 6. To provide analytical support, where appropriate, to enable data and information to be used more effectively, assisting this work through the collection, collation and cleaning of raw data as required. 7. To establish and maintain relevant information systems, including profiling tools, tender lists, databases, analysis software, geographical systems and market testing tools. 8. To ensure the Council’s input to regional and national databases and gazetteers is maintained within agreed standards for completeness and timeliness. 9. To provide professional advice and develop constructive working relationships with senior managers and support staff across the Council collecting, collating and analysing relevant information. 10. To be informed and report to management on developments and technology with regard to culture and creative regeneration information and insight. 11. To effectively deliver and deal with service enquiries or, where appropriate, direct service users and the public, to source information, that satisfies the client's needs and safeguards their interests; while ensuring this is undertaken in accordance with the service’s established procedures and quality standards. 12. To manage the content and updating of the dedicated Service’s web pages as a vehicle for communicating and promoting its work on CCZ to both internal and external audiences. 13. To provide professional, technical and financial advice to MP’s, Elected Council Members, Area Committees, Senior Managers and users regarding delivery of specific projects, studies, research or investigation. 14. To assist to monitor relevant budget headings to ensure effective spend against established targets and compliance with financial regulations. 15. To assist senior professionals with financial and project management and monitoring of individual projects and contracts including those promoted by other departments and external clients 16. To act as the first point of contact, effectively handling enquiries and providing appropriate information in relation to the Economic and Inclusion Policy’s unit’s activities 17. To inform the development of the Council’s Economic Strategy and associated CCZ strategies. 18. To undertake specific professional and service-related projects or delivery initiatives in accordance with given terms of reference or objectives 19. To identify opportunities and provide support for funding bids, grant applications and claims relating to externally funded projects and initiatives 20. To comply with all Health & Safety, Environmental and Financial legislation including compliance with personal technical competency requirements and project compliance under CDM 2007 Regulation 21. Contribute to the maintenance and effective management and communication systems within the service in conjunction with senior colleagues 22. To maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures 23. To assist with the interpretation, explanation and enforcement of statutory and County Council regulations ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions through negotiation 24. To contribute fully to the planning, delivery, monitoring and recording of the Outcomes of the CCZ Service Plan 25. To adopt effective and constructive relationships with colleagues and external contacts in order to promote the effective partnership arrangements for the delivery of high quality services 26. Other duties appropriate to the nature, level and grade of the post. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Physical requirements:  Transport requirements:  Working patterns:  Working conditions: | | Predominantly sitting but occasional requirement for lifting heavy weights  Travel to work sites, area offices or training venues throughout the County and further afield on occasion  Normal office hours but flexi-hours apply. Some standby or call out arrangements might apply.  Regular indoor working, lone working and occasional working outdoors | | |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:**  Project Officer (CCZ) | **Director/Service/Sector: Economy & Regeneration Service** | Ref: | |
| **Essential** | **Desirable** | | **Assess by** |
| **Knowledge and Qualifications** | | | |
| NVQ Level 4 or equivalent standard in a relevant subject  Qualification in a subject illustrating competence in data handling  A good leve of theoretical, practical and procedural knowledge relating to both performance and budget management  Sound knowledge of research, information and intelligence issues and techniques  An active awareness of and interest in the work of culture and creative led regeneration  A sound understanding of project and/or task management principles | A degree or relevant professional or technical qualification  Actively undertaking ongoing continuous professional/personal development  Understands the diverse functions of a large complex public organisation  Understands the relationship between costs, quality customer care and performance | |  |
| **Experience** | | | |
| Experience of applying research techniques and models, including the undertaking of surveys and data acquisition  Experience of having undertaken tasks/projects  Recent experience of giving advice and counselling service users  Experience in organising and scheduling wok, resources and/or events  Experience of providing practical support to ensure the successful delivery of projects,events and activities  Experience in engaging effectively with others and building productive partnerships | Experience in a particular specialist area of relevance  Experience in project management  Experience of working with the public, voluntary and community, and business sectors  Experience of preparing, considering and submitting work proposals and specifications | |  |
| **Skills and competencies** | | | |
| Able to undertake analysis, draw appropriate conclusions and present these to an audience  Effective IT skills and able to use ITC to achieve work objectives  Prepares written, verbal and other media that are rational, convincing and coherent  Able to work independently and take the initiative  Adopts a collaborative approach to work  Effectively expresses own views using appropriate means depending on the audience  Numerate and skilled at analysing/reasoning complex business-related statistics  Applies a methodical approach to problem solving  Good negotiation skills and able to persuade others to an alternative point of view  Remains calm and logical in stressful and difficult situations | Advanced IT skills  Has a professional approach to project/task management | |  |
| **Physical, mental and emotional demands** | | | |
| Normally works from a seated position with some need to walk, bend or carry items  Need to maintain general awareness with lengthy periods of enhanced concentration  Some contact with public/clients in dispute with County Council  Some exposure to working outdoors |  | |  |
| **Motivation** | | | |
| Dependable, reliable and a good timekeeper  Demonstrates and encourages a high level of honesty, integrity, openness and respect for others  Helps to create and encourage a positive work culture, in which diverse, individual contributions and perspectives are valued  Proactive and achievement orientated  Tackles problems systematically  Able to work with minimum supervision and manages own time effectively |  | |  |
| **Other** |  | |  |
| Able to meet the transport requirement of the post |  | |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits