

Northumberland County Council  
**JOB DESCRIPTION**

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| <b>Post Title: Warmer homes</b> Assistant Project Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          | <b>Director/Service/Sector:</b> Regeneration and Place                                                                                                                                                               |                                                | <b>Office Use</b><br><br>JE ref: 4301<br>HRMS ref: |
| <b>Band: 7</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          | <b>Workplace:</b> County Hall, Morpeth                                                                                                                                                                               |                                                |                                                    |
| <b>Responsible to:</b> Senior Project Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          | <b>Date:</b> 2023                                                                                                                                                                                                    | <b>Manager Level OR Lead and Man Induction</b> |                                                    |
| <b>Job Purpose:</b> <ul style="list-style-type: none"><li>Provide enthusiastic support to senior officers in the delivery of the councils Warmer Homes Initiative. Working as part of a team of specialist project managers, retrofit, and processing staff to ensure the effective delivery and fulfilment of the Warmer Homes initiative.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                                                                                                                                                                                                                      |                                                |                                                    |
| <b>Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Staff    | May act as mentor/supervisor for professional trainee and support staff.                                                                                                                                             |                                                |                                                    |
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| <b>Duties and key result areas:</b> <ol style="list-style-type: none"><li>Assist senior officers to deliver the warmer homes initiative , by conscientiously undertaking a range of functions, assisting with projects and interrogating corporate information systems.</li><li>Actively participate regularly lead, as directed, in the development of initiatives, delivery of t and promotion of the projects and funding initiatives which effectively contribute to business objectives</li><li>Active involvement and regularly take the lead in undertaking research, consultations, event organisation, investigations, assignments and assessments to assist in the effective delivery of business and service objectives.</li><li>Effectively deliver and deal with enquiries or, where appropriate, directing to alternative sources of appropriate information. These undertaken in accordance with the service's established procedures and quality standards.</li><li>Capture, record and manipulate data, using ICT systems, in accordance with service procedures. Actively participate in the production of timely and accurate management information.</li><li>Contribute to the maintenance of effective communication systems, within the service.</li><li>Maintain appropriate work records, to the required standards, observing data protection, privacy and confidentiality rules and procedures.</li><li>Actively oversee relevant budget headings, to ensure effective spend against established targets and compliance with financial regulations and bring anomalies to the attention of senior management.</li><li>Provide support to partnership organisations to deliver initiatives contributing to objectives and to actively adopt effective and constructive relationships with colleagues and external contacts, in order to promote effective partnership arrangements, for the delivery of high quality services.</li><li>Other duties appropriate to the nature, level and grade of the post.</li></ol> |          |                                                                                                                                                                                                                      |                                                |                                                    |
| <b>Work Arrangements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |                                                                                                                                                                                                                      |                                                |                                                    |
| Transport requirements:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          | Some travel to other work sites, area offices or training venues throughout the County and occasionally further a-field.                                                                                             |                                                |                                                    |
| Working patterns:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          | Normal office hours but flexi-hours may apply, if staff provide cover. Some standby or call out arrangements may apply                                                                                               |                                                |                                                    |
| Working conditions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          | Could have extensive exposure to working outdoors, dependent on nature of service                                                                                                                                    |                                                |                                                    |

**PERSON SPECIFICATION**

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| <b>Post Title: Warmer Homes Assistant Project Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Director/Service/Sector:</b>                                                                                                                                                            | <b>Ref:</b>      |
| <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Desirable</b>                                                                                                                                                                           | <b>Assess by</b> |
| <b>Qualifications and Knowledge</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                            |                  |
| Degree Qualified<br>Relevant Professional Qualification e.g. ILM<br>Understands the diverse functions of a large complex public organisation.<br>An active appreciation of the procedural and practical issues relating to the service including community engagement and partnership working.<br>An active awareness and understanding of national, regional and local policies and issues relevant to the local Area.<br>Understands the relationship between costs, quality, customer care and performance and actively monitors progress within the Team.<br>Actively undertaking ongoing continuous professional and personal development. | Working towards professional status e.g. IED.                                                                                                                                              | (a) (i)          |
| <b>Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                            |                  |
| Competence in using Microsoft Office, word processing, spreadsheets and database systems.<br>Thorough knowledge and experience in a relevant context and service.<br>An active desire to provide effective customer centred services.                                                                                                                                                                                                                                                                                                                                                                                                           | Monitoring budgets.<br>Oracle applications.                                                                                                                                                |                  |
| <b>Skills and competencies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                            |                  |
| Effective IT skills and ability to understand and develop the use of ICT to achieve work objectives.<br>Confident and competent in expressing own views and an active participant in internal and external meetings.<br>Numerate and able to analyse complex business related statistics.<br>Ability to work methodically and systematically.<br>Adopts a collaborative approach to work.                                                                                                                                                                                                                                                       | Prince 2 or MS Project management or other form of project management training.<br>Skilled in the use of Microsoft Office including advanced use of Microsoft Excel and Microsoft Project. |                  |
| <b>Mental and emotional demands</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                            |                  |
| Generally works from a seated position with regular need to walk, bend or carry items.<br>Need to maintain general awareness, with lengthy periods of enhanced concentration.<br>Regular contact with public/clients in dispute/negotiation with the County Council                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                            |                  |
| <b>Physical demands</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                            |                  |
| Dependable, reliable, a good timekeeper and effective guide/mentor to subordinate staff.<br>Demonstrates and encourages high standards of honesty, integrity, openness and respect for others.<br>Helps to create and encourages a positive work culture, in which diverse, individual contributions and perspectives are valued.<br>Proactive and achievement orientated<br>Able to work with minimum supervision                                                                                                                                                                                                                              |                                                                                                                                                                                            |                  |
| <b>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                            |                  |

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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 eg case studies/visits