

# Project Officer - Grade 10

## Job purpose

In Kirklees, we are working with business community and partners to create more and better jobs and supporting local people to have skills and qualifications to be successful. It is also about creating the conditions where people and businesses can thrive and grow. This is underpinned by having high quality places and connectivity where people want to live and work and the right infrastructure that builds confidence and investment in Kirklees.

The focus of our activity is set against these three key themes of Business, People and Places. This will ensure greater prioritisation of resources and new and different ways of working.

As a Project Officer, you will be instrumental in driving the delivery and implementation of projects and key initiatives which support economic growth and prosperity in Kirklees. You will undertake a key role in a project or an area of specialism, working collaboratively with internal and external stakeholders and partners to maximise outcomes in line with the council's objectives. We are looking for people who demonstrate all the council's behaviours and expectations and continually strive for excellence. You will be part of an ambitious, creative, and highly collaborative team which aims to exemplify the council's ways of doing things.

You will make a substantial contribution to projects that seek to alter the way that we do things, ensuring greater prioritisation of resources.

You will focus on key initiatives which include business growth, strategic employment and housing sites, skills, place making, cultural development, connectivity, and community economic development as a part of the way to achieve the desired change.

Having day to day responsibility for key aspects of one or more projects co-ordinating and managing activities you will ensure all team members and stakeholders are working together effectively to deliver projects on time and within budget.

Using your technical expertise and a taking a commissioning approach you will play an important role in delivering projects which result in high quality places, environment and infrastructure and support business, health, and quality of life within Kirklees.

This role will require you to act as a positive champion for our approach. You will be ambitious and committed to implementing change in a complex environment. You will have the ability to motivate others and co-ordinate teams or areas of work effectively.

Whilst you may have an area of specialism (as set out in the accompanying Job Focus sheet), you are expected to work across different areas of the council as directed; development will be provided where necessary.

This role is based within please see job focus sheet. Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Manage and deliver projects in a multi-disciplinary team environment as directed.
- Prepare feasibility studies, business cases and reports including the research and collation of relevant intelligence and data as appropriate.
- Build and maintain effective relationships with all relevant stake holders to support the delivery of council priorities.
- Take a pro-active and creative approach to problem solving, working collaboratively to support complex, projects, and programmes.
- Drive the delivery of projects to agreed specifications, timescales, and budget.
- Coach and support other members of the team and other services to deliver agreed outputs and objectives to a consistently high standard.
- Seek opportunities to work with partners and secure funding and investment to support priority work areas.
- Maintain effective communication both verbally and in writing to project stakeholders.
- Contribute to the development and implementation of strategies to promote the district and attract business and investment.
- Maintain a healthy and safe working environment in line with legislation.

## Position of job in organisational structure

See specific Job Focus sheet.

## Employee Specification

See specific Job Focus sheet.

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Growth and Regeneration	Grading ID	65640
Job ID	80100909	Last Updated	Jan 2021
Job Focus	Yes	Career Progression	No

## Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
HR Rep	M Lunn		