



HERTFORD TOWN COUNCIL

JOB DESCRIPTION

Job Title: Project Officer

Reports to: Town Clerk

Job Purpose:

- a) To support the Council in its work with communities in Hertford to develop deliver and review neighbourhood plans
- b) To provide project management from project initiation to completion

Salary Scale Points 20-22 (£30,296 to £31,364 + Local Weighting and 5% loyalty bonus after 3 years' service) **pro-rata**

Two-year fixed Term Contract – possibility of being made permanent.

Key Duties and Responsibilities:

1. Responsible for the project management support for neighbourhood plans for Hertford.
2. Build relationships with community representatives, planning consultants and other key partners.
3. Apply for, oversee and report on grant applications and funding to support neighbourhood planning in Hertford.
4. Define, manage and monitor project tasks and resource requirements, liaising with the Town Clerk
5. Work with Council staff to ensure a two way relationship between aspects of neighbourhood planning that contribute to/can benefit from other work being undertaken to deliver the Council's objectives.
6. Ensure that neighbourhood plans are delivered in a timely way, within budget and to specification.
7. Track project deliverables using appropriate tools and techniques.
8. Draft communications relating to projects including reports, presentations, and social media output.
9. To undertake such other duties and responsibilities, including attending meetings, commensurate with the level of the post and in accordance with the job purpose, as required by the Town Clerk from time to time.

PERSON SPECIFICATION

Job Title: Project Officer

CATEGORY	ESSENTIAL	DESIRABLE
1. Qualifications	Educated to Degree level or equivalent experience	Project Management qualification
2. Related Experience	Evidence of leading community engagement exercises Knowledge of Health & Safety obligations relating to projects Experience of working on own initiative and as part of a team. Experience of working in a project management or partnership development role Experience of preparing and monitoring risk assessments	Understanding of Local Government and in particular the role of Town Councils.
3. Skills and Abilities	Good inter-personal skills with an ability to communicate effectively either in writing and orally. Strong administrative and organisational skills; ability to work in a logical manner, plan and organise own work, meet strict deadlines, attend to detail, maintain accurate records. Knowledge of Microsoft applications and databases. Expertise in partnership working and developing relationships with key stakeholders. Experience of developing project communications Good judgement and ability to manage own workload and work well under pressure.	IT social networking skills. Understanding and experience of complex project management strong presentation skills
4. Personal Qualities	Methodical and thorough approach. Innovative and problem solving abilities. Enthusiasm and energy. Confident networker with an ability to form alliances and partnerships with internal and external figures	
5. Other requirements	Flexible, able to attend evening, weekend and Committee meetings as necessary.	