

Leeds City Council

Job Description

Job Title: Project Officer

Salary: £27,323 - £28,922

Service Area: Property & Contract, Housing Leeds **Grade: SO2**

Directorate: Environment & Housing

Date: June 2014

Responsible to: Senior Project Officer

Purpose of the job:

To support the development of community regeneration strategies and projects, taking responsibility, if required, for their operational implementation.

Key areas include supporting the development and delivery of area-based regeneration strategies (in collaboration with stakeholders from Housing Advisory Panels, Community Committees, Regeneration Programmes etc) and providing support and guidance to the implementation of specific projects arising from the Housing Advisory Panels.

Principal Responsibilities:

Support the delivery of the service, and lead on specific pieces of work, in-line with council and departmental performance standards, values, policies and priorities.

Ensure all activities comply with legal, regulatory, contract and internal requirements.

Support the delivery of service plans in collaboration with stakeholders to ensure the continuous and on-going innovation and improvement of the service in-line with council objectives in order to achieve excellence.

Support the delivery of a value for money, customer focussed service.

Manage relationships with all stakeholders to ensure effective and efficient service delivery.

Manage activities within individual delegated budgets and the management of spend in-line with agreed budget profiles, including the prioritisation and planning of work.

Take accountability for the outputs of all duties ensuring adequate and robust audit and risk management procedures are in place.

Please note this is not an exhaustive list of responsibilities.

Economic Conditions:

Annual Leave: 26 days plus 5 days pa for 5 years local government service pro rata plus statutory holidays

Hours: 37 hours per week (occasional attendance at out of hours meetings or appointments may be required)

Flexitime: Eligible to participate in flexi-time scheme

Conditions of Service: NJC Conditions apply

Prospects

Promotion: Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within the Council which potentially provide the opportunity for career progression within the Council. Any subsequent vacancies will be filled in compliance with agreed Council procedures.

Training: The Council has a positive commitment to the training and development of employees in all areas of its activities. Similarly employees are also expected to adopt a positive attitude to any training provided

and also to their own personal development.

Relationships: The post holder will work closely with colleagues within Housing Leeds and will also be required to maintain effective relationships with staff at all levels within the Directorate, other Council departments, Elected Members, external agencies and the general public.

Qualifications

Physical Conditions The post holder may be based at any Leeds City Council office and may require working to the Council's 'changing the workplace' working style. Leeds City Council has a no smoking policy.

Car Use Allowances – If this post holder or post meets the criteria for essential car user status the corresponding allowance plus mileage will be paid whilst the post holder provides and maintains a vehicle for business use. Casual car user mileage is payable in accordance with local conditions of service.

Job Description Content Prepared / Reviewed by: Name: Phillip Charlton	Confirmation Job Evaluation Undertaken Name:
Designation: Investment Strategy Manager Date: 2/6/14	Designation: Date:

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We promote diversity and want a workforce that reflects the population of Leeds. Prior to the Interview we will request your References. Failure to obtain both references will result in your interview being withdrawn.

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method Of Assessment (MOA) – A = Application Form T = Test I = Interview C = Certificate

1. Qualifications and Knowledge	Ess	Des	MoA
Educated to degree level in a related discipline or with equivalent experience.	✓		A/I
A thorough knowledge of social housing.	✓		A/I
A detailed understanding of the key issues and challenges facing the social housing sector, particularly re: regeneration.	✓		A/I

2. Specific Skills and Competencies	Ess	Des	MoA
Experience of negotiation on issues within a political environment.		✓	A/I
Ability to manage priorities whilst delivering on a range of projects and adapting to changing circumstances and priorities.	✓		A/I
Developing and maintaining strong and effective working relationships with stakeholders	✓		A/I
Ability to analyse and interpret information and report to a wide range of audiences	✓		A/I
Extensive experience of using Microsoft packages and IT systems.	✓		A/I
Chairing meetings effectively.		✓	A/I
To support a team culture that is focussed both on customers and quality.	✓		A/I
Completion of reports in a diligent and accurate manner.	✓		A/I

Considerable experience of project management.	✓		
Considerable experience of problem solving involving complex issues.	✓		A/I
Support on engagement with managers and partners in order to effectively progress change.	✓		A/I
3. Experience	Ess	Des	MoA
Experience of working at a Senior Officer level within social housing or a related field.	✓		A/I
Experience of supporting partnership and multi-agency working.	✓		A/I
Managing medium-large projects	✓		A/I
Managing programmes of work within defined budgets	✓		A/I
Considerable experience of working within social housing.	✓		A/I
Considerable experience of working within a complex political environment.		✓	
Considerable experience of working with service users.	✓		A/I
Contributing to service reviews.		✓	

Job Risk Analysis

Recruiting Employer	Leeds City Council
Department and Section	Housing Leeds – Property & Contracts
Post/Job Title	Project Officer
Description of main activities the applicant would be required to undertake	See JD
Hours/work pattern	37 hours per week flexi time scheme in operation band with 8 am to 6.pm nominally 9.00am to 5pm

If the work contains any of these elements it is defined as a PART A ROLE

Work element	YES	NO
Work at heights (e.g. over 2m)		✓
Work in excessively noisy environments.		✓
Work in unusual environmental conditions, e.g. confined spaces (where the air does not flow free and fresh or where there may be a build up of gases, vapours or fumes or the need for the use of breathing apparatus)		✓
Use of tools and equipment associated with hand-arm or whole-body vibration.		✓
Driving Leeds City Council Vehicles.		✓
Transporting others (i.e. only those driving HGV's over 7.5 tonnes, PCV's, minibuses (e.g. requiring MIDAS qualification/DVLA Gp 2) and anyone transporting, as part of their normal duties, more than 3 persons Potential for transporting young people to and from appointment /court etc		✓
Contact with hazardous substances identified as requiring regular health surveillance under COSHH n.b. this includes infectious agents eg from bodily fluids, or zoonosis.		✓
Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.		✓
Work with lead or lead-based products.		✓
Work with, or regularly in, environments where there is likely to be, asbestos containing materials.		✓
Where the role requires an employee to be immunized.		✓
Fieldwork or work in extreme conditions e.g. involving excessive heat, cold, frequently walking long distances over rough terrain in all weather conditions;		✓
Any other occupational hazards/comments relevant to this post (state):		✓

All other roles are defined as Part B. Please indicate if the work involves any of these elements.

Work element	YES	NO
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Face to face contact with the public/service users	✓	
Working in isolation/lone working	✓	
Work with electrical wiring		✓
Work where there may be occupational exposure to bodily fluids (all reasonable control measures will have been identified and implemented). N.B. if the risk assessment identifies that immunization is required, this should be classed as a Part A role.		✓
Work that may bring the employee into contact with rodents or other animals or livestock N.B. if the risk assessment identifies that immunisation is required, this should be classed as a Part A role.		✓
Manual handling/moving and handling (i.e. other than routine office lifting and carrying).		✓
Working with vulnerable service users.	✓	
Work with repetitive movements or forced posture.		✓
Work as a regular display screen user.	✓	
Work involves the preparation or handling of unwrapped foods, to be consumed without further cooking e.g. sandwich preparation.		✓
General office-based activities.	✓	
Driving own vehicle on Council business. - potential	✓	
Any other occupational hazards/comments relevant to this post (state):		

N.B. Appropriate control measures for these identified hazards will have been identified and implemented.