

Leeds City Council

Job Description

Directorate: Safer Strong Communities

Service Area: Resettlement

Job Title: Resettlement Project Co-ordinator

Grade : PO2

Conditions Of service: Permanent

Responsible To: Resettlement Project Leader

Responsible For: Project Liaison Officers

Job Purpose:

- To co-ordinate the resettlement service and implement the co-ordinated strategic inclusive approach to migration through project activity that supports the delivery of the Council priorities
- To deliver a service designed to improve outcomes for families/individuals on the UKRS/ARAP/ACRS within Leeds.
- Carry a caseload of complex cases, and collaboratively find solutions where necessary
- The post holder will be expected to work with and maintain a close relationship with colleagues across the Council, communities and deputise for the Resettlement Project Leader when necessary.

Responsibilities for Grade:

Principal Accountabilities:

- 1 Deputise for the Resettlement Project Leader
- 2 Line management of the resettlement team staff
- 3 Facilitate and participate in the delivery of the resettlement service, working with families/individuals to ensure they receive the services needed to enable them to integrate into life in the UK
- 4 Prepare or assist in the development of documents, reports and publicity that meet the needs of diverse audiences
- 5 To actively drive continuous improvement initiatives by contributing to cross council migration projects and working collaboratively with partners and directorate teams.
- 6 To work with partners, service users, and community representatives in ways that are open, inclusive, responsive and accountable.
- 7 To work as a team for Leeds to achieve excellent outcomes for people on resettlement and aim to be a part of the best council in the UK.
- 8 To develop and maintain good working relationships with internal and external customers, other stakeholders, and partners underpinned by the Council's Values.
- 9 To be accountable for the safety of staff, service users and contractors in accordance with legislation and the Council's Health and Safety Policy.
- 10 To promote positive solutions to achieving equality and diversity in all aspects of the Council's service delivery, community engagement and human resource.

11 Ensure all three programmes are working within budget

Specific Responsibilities:

- 12 To implement the co-ordinated strategic inclusive approach to people on UKRS/ACRS/ARAP through project activity that supports the delivery of Council priorities.
- 13 To carry a caseload of complex cases, working with service users to ensure they receive the services needed.
- 14 To work closely with wider Communities team staff to develop local projects that complement the work of the service in target wards and priority neighbourhoods.
- 15 To analyse complex information from a range of services and develop local projects with LCC directorates and partners to address the local needs of migrant communities.
- 16 Budget monitoring as well as dispensing cash on a regular basis to families on the scheme.
- 17 Involve local communities in building on successful community capacity/ volunteering activities that bring together new and settled communities, including celebration events during refugee week
- 18 To prepare, produce and present high quality reports and statistical information relating to the performance and monitoring of the work that has been funded by external sources
- 19 Contribute to collaborative problem-solving, activities, challenging existing local services and enabling and supporting their improvement to better meet the needs of new refugees.
- 20 To be responsible for ensuring that the needs are met of refugees, stakeholders and communities delivered through strong partnership working

This list is not exhaustive and, as such, you may be required to undertake other duties commensurate to the seniority of the role.

Qualifications

1. Experience relevant to this area of work

PERSONAL SPECIFICATION: Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

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

Skills Required

1. Ability to develop productive working relationships which create respect, trust and confidence.
2. Ability to communicate effectively with a wide range of people which can include sensitive and complex information.
3. Ability to manage workload effectively
4. Ability to respond to customers, colleagues and others professionally and sensitively.
5. Ability to produce work of quality and consistency.
6. Ability to supervise and support volunteers, staff, partners, etc.
7. Ability to work on own initiative and as part of a team.

8. Ability to handle complex and competing priorities and adapt to changing circumstances.
9. Ability to lead on supporting partnerships involving various stakeholders to achieve positive outcomes
10. Ability to work to strict deadlines with conflicting priorities and to manage time effectively
11. Ability to analyse and interrogate a range of varied and complex data using a variety of methods, including relevant IT software, to present information and inform future planning
12. Hold a current full driving licence

Knowledge Required

1. Knowledge of the experiences, needs and entitlements of different migrant groups
2. Knowledge of the range of services provided by the Local Authority and the third sector that supports migrants
3. Knowledge of community involvement work
4. Knowledge of local government structure

Experience Required

1. Experience of leading successful projects, and understanding project management
2. Experience of managing and leading a team
3. Experience of working at a senior level with a range of internal and external partners to lead and deliver projects
4. Experience of working in a political environment and on politically sensitive issues
5. Experience of managing project budgets
6. Experience of maintaining constructive relationships and influencing people at strategic and operational level
7. Experience problem solving and developing workable solutions
8. Experience of report writing and presenting

Behavioural & other Characteristics required

1. Willing to abide by the Council's Equal Opportunities Policies in the duties of the post and as an employee of the Council
2. Willing to take personal responsibility under and abide by the Council's Health and Safety Policies
3. Ability to resolve conflict
4. Flexible and adaptable
5. Ability to work outside normal hours as appropriate

DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Skills Required N/A

Knowledge Required N/A

Experience Required N/A

Behavioural & other Characteristics required N/A

Job Description Content Prepared / Reviewed by:

Name	Designation	Date
------	-------------	------

Confirmation of Job Evaluation Undertaken

JE Ref Number

Name	Designation	Date
------	-------------	------