

Hertfordshire County Council Job Outline



JOB TITLE: Project Assistant
GRADE: H6
REPORTS TO: Learning & Access Officer
TEAM: Resources
DEPARTMENT: Hertfordshire Archives & Local Studies (HALS)

Purpose of the Job

- To support the work of Hertfordshire Archives & Local Studies with discrete tasks for a community history project to mark the centenary of Welwyn Garden City
- To provide extra capacity for data and activity management within the project

Main Areas of Responsibility

Provide project support by:

- Preparing and monitoring project documentation and project plans.
- Ensuring issues are regularly monitored and resolved and providing solutions where necessary.
- Ensuring key dates and milestones are achieved.
- This role will also handle discrete tasks of larger projects allocated to them.

Undertake research including the writing of briefs and reports, utilising technology and using project management tools relevant and appropriate to the project.

Develop and maintain effective working relationships with internal and external partners and stakeholders.

To work within the wider team to develop innovative ways to analyse and present data to provide additional value to the end user and the service.

Maintain and support data quality within the service information systems.

Support the production of surveys and updates for the project

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

You will be able to communicate effectively in person, by telephone and in writing to answer enquiries and draft report; you will be able to converse fluently in English with project staff and partners and convey project information in a clear and positive way.

You will be confident and competent using computer software such as Microsoft Office and web-based systems such as the event booking system.

You will be organised and methodical, with an ability to pay attention to detail, monitor progress and deliver to deadlines.

You will be able to collate, compile and analyse simple datasets and produce reports on the results.

You will remain calm under pressure and be able to prioritise your workload to meet deadlines. An important part of the role is being able to work effectively without direct supervision.

You will be able to assist in the coordination of project activities. You will have knowledge of business procedures and health and safety legislation. Experience of working on community engagement or learning projects in the heritage sector would be desirable.

You will be able to work flexible hours and at different locations. The ability to drive and access to private transport is desirable, but not essential. As this is a project focussing on Welwyn Garden City and working in partnership with Mill Green Museum, some travel to these places might be required for meetings.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.