

Hertfordshire County Council Job Outline



JOB TITLE: Project Officer
GRADE: H7 – H8
REPORTS TO: Area Team Manager
TEAM: Services for Young People
DEPARTMENT: Children's Services

PURPOSE OF THE JOB

To undertake project work on behalf of the Area Team Manager to enable the planning and delivery of quality youth work, IAG (information, advice and guidance) and work-related learning practice across an area team.

To research and gather information and data to inform the needs analysis, planning, delivery and evaluation of youth work and IAG practice.

To support the team in the planning, co-ordination, communication and promotion of events, projects, programmes and opportunities.

MAIN AREAS OF RESPONSIBILITY

To evaluate, monitor and summarise data against service targets to ensure the quality of work which is delivered.

To build effective working relationships with Services for Young People teams, stakeholders and partners, responding to their queries in a timely fashion and when necessary representing the interests of HCC and Services for Young People.

To research, analyse and investigate practice in order to support the development of high-quality youth work across the Service.

To produce well structured reports and presentations, highlighting issues and recommendations as directed.

To facilitate the organisation and delivery of workshops and training to support the work of Services for Young People.

As directed by the Area Team Manager, identify and secure funding opportunities to enhance the delivery of the work of the team.

Support the area team in the management of its resources and equipment.

As directed by the Area Team Manager, produce publicity, press releases, update websites and utilise social media to promote the Service and the work delivered.

To ensure that HCC and Service policies and procedures are implemented in their work including Health and Safety and Safeguarding.

To manage the budget for the work for which the post holder is responsible in accordance with the council's procedures.

Undertake training in line with the Service training strategy and as identified through Performance Management and Development.

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.

Some flexibility is required in the work pattern as there will be the need for occasional evening work, by arrangement.

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.

Personal 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.

Ability to form constructive professional relationships with teams to ensure that projects are delivered according to specification, time and budget including evidence how you have ensured targets are met, highlighting issues and contingency planning.

Ability to communicate effectively both verbally and in writing with colleagues, stakeholders and partners e.g. report writing, preparing presentations, responding to queries, good general ICT skills.

Good organisational skills, including the ability to facilitate the organisation and delivery of workshops, follow up on actions and pro-actively seeking information in order to ensure that timeline are met.

Ability to carry out research and analyse finding to support and improve the quality of work.

Ability to monitor and manage a budget in accordance to guidelines.

Ability to implement policies and procedures, (including health and safety and safeguarding) and to escalate if processes are not being followed.

Access to a car and ability to drive and travel independently across the county.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

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.