

## JOB DESCRIPTION

**Job Title:** Project Officer

**Directorate & Section/Unit:** DE&I, Minor Infrastructure Projects Team (MIP)

**Reporting to:** MIP Team Manager

**Responsible for:** Not applicable

**Salary Grade:** SO1

**DMA Management Level:** Frontline

**DMA Span of Control (Direct Reports):** None

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values:

- **Customer Focus** - Ensure delivery of a high-quality service which meets the needs of customers
- **Can Do Culture** - Be proactive to achieve excellence, finding solutions and creative ways of working
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

**Purpose of job:**

- To manage the scoping, design and delivery of small highway improvement projects
- To support the delivery of Worcestershire's significant transport investment programme, to ensure the essential infrastructure is delivered to enable Worcestershire to continue to accommodate commercial, industrial and residential growth.
- To support the delivery of asset enhancement projects and other infrastructure schemes, which improve access for all.
- To provide a technical specialist advice on infrastructure and services to support active travel (walking, cycling and horse-riding) and passenger transport, including Gear Change and LTN1/20 guidance.
- To ensure that bespoke user group needs are fully considered to reflect current legislation and guidance (inclusive of the Equality Act (2010)).

**Main Activities & Responsibilities:**

- To manage expectations of a wide range of partners and stakeholders, including suppliers, Elected Members, User Groups, Government Bodies, Internal stakeholders, statutory bodies and members of the public, by ensuring controlled dissemination of information and timely reporting.
- To provide a robust commission service for the County Council in the procurement and delivery of a range of transport infrastructure schemes.
- To coordinate Worcestershire County Council's ambitious transport investment programme of works, of all schemes up to a value of £250,000.
- To ensure that Worcestershire County Council is operating in a way which is fully compliant with best practice, the latest guidance and relevant legislation.
- To provide specialist advice to colleagues in County and District development planning services on the requirements for investment in infrastructure and services to support active travel (walking, cycling and horse-riding) and passenger transport, and to ensure that bespoke user group needs are fully considered to reflect current legislation and guidance (inclusive of the Equality Act (2010)).
- To support the Transport Strategy Team and other partners in the development of funding bids.
- To develop a range of projects within the MIP Team and with partners, working with a variety of stakeholders to achieve successful outcomes.

- To report to the Project Boards and stakeholders on project progress, highlighting issues requiring their decisions or approval and follow up on any agreed decisions.
- To take responsibility for and identify barriers to progress and facilitate their removal.
- To co-ordinate with other projects within Worcestershire Highways and Statutory Undertakers.
- Work with operational staff to ensure they will provide their required outputs and deliverables.
- To ensure projects and Work Packages conform to quality standards.
- To report project issues, to monitor their mitigation and ensure that problems are dealt with within agreed timescales.
- To manage the budget allocated to individual projects or phases ensuring it is cost efficient, maximises resources and regular analysis is provided against forecast of spend.

### **Generic Accountabilities:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.

### **Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, senior managers, management teams, managers and staff across all Directorates, project staff, governors, headteachers, teachers, support and other school-based staff

External: District & County Councils, Government agencies and departments, healthcare professionals, PCT, Police, Fire, Probation Service, educational settings, suppliers, contractors, service providers, statutory and voluntary organisations, service users, clients, customers, parents and pupils, members of the public, volunteers

### **Additional Information:**

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.

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