

PERSON SPECIFICATION

Job Title: Project Officer

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

Salary Grade: SO1

EXPERIENCE:

It is **essential** that the post holder has:

- Significant experience in the project management
- Significant experience of stakeholder management and engagement
- Significant experience of managing contracts
- Significant experience of working within a large organisation.
- Significant practical experience of using Microsoft Project.
- Significant experience of budget management and reporting.
- Considerable experience of working within a customer focussed service delivery environment.
- Demonstrable experience in highways / transportation.

It is **desirable** that the post holder has:

- Demonstrable experience of working within the public, community or voluntary sectors
- Demonstrable experience of applying construction health and safety law including the (Construction Design and Management) Regulations (2015)
- Experience of commissioning technical design works and data analysis to support the delivery of infrastructure schemes.
- Experience implementing highway projects.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Specialist knowledge of project scoping, design and delivery management
- Considerable knowledge of resource issues and implications of managing a multi-faceted project.
- Specialist analytical and judgement skills to analyse interpret and communicate complex situations which may contain several components and from which several options may be presented.
- Ability to deliver projects to resource targets.
- Ability to work well under pressure and to deliver a project to strict deadlines.
- Recognises, and has regard to, the need for confidentiality.

- Pragmatic and analytical approach to problem solving.
- Excellent IT skills including Microsoft Office and GIS mapping tools.
- Proven ability to negotiate and influence.
- The ability to produce documentation concisely and to a range of audiences.
- Strong personal and inter-personal skills including team building, communications, motivation and the ability to develop and maintain effective partnership working.
- Resilient and deals positively with change.
- Works flexibly, efficiently and effectively, reducing costs and eliminating waste.
- Recognises political context.
- Takes ownership of own work area and the development of others.
- The ability to plan, budget and programme tasks and work unsupervised.
- Committed to excellence.
- Strives to build effective working relationships with team members and stakeholders.

It is **desirable** that the post holder has:

- An understanding of procurement procedures.
- A working knowledge of CAD packages.
- Working knowledge of relevant legislation, regulations and guidance, including health and safety, equality, environmental, contract and public health and mode specific legislation (for passenger transport, walking, cycling, equestrian)

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A level 5 qualification in a subject relevant, or significant experience of working in a relevant field.

It is **desirable** that the post holder has:

- PRINCE2/APM.

ADDITIONAL INFORMATION

It is **essential** that the post holder has:

- Maintains their personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- The ability to travel extensively and at short notice.
- A willingness to work outside 'normal' office hours as required.
- Has the ability to travel throughout the county at short notice where public transport may be limited.
- Is able and willing to attend meetings that may be held outside of normal office hours (i.e. weekends and evenings).