#

# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION QUESTIONNAIRE**

**JIN3992 July2024**

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| Job Title: ￼ | **Project Officer**  |
| Reports to: ￼ | **Programme and Strategy Manager City Parks** |
| Department: | **City Environment** |
| Section: ￼ | **City Parks** |
| Date written: | **July 2024** |

**Purpose of the Job**

The postholder will work closely with the CityParks Programme & Strategy Manager, The Projects Team, operational colleagues in Cityparks, and external stakeholders, to develop and implement projects to improve our parks and open spaces.

* To support delivery of the ten-year Open Spaces Strategy key outcomes on developing new Delivery Models and Resources.
* Scoping, developing and implementing new philanthropic income streams to secure funding opportunities and create a long-lasting financial model for City Parks.
* Actively researching, consulting on, and setting up new partnerships with internal and external organisations to assist with the ongoing transformation of our assets into high quality, consistently managed areas.

**Principal Accountabilities**

1. To research, consult on, and set up philanthropic income streams including trusts and grants, individual giving, corporate sponsorship, memorials and legacies, to invest in the natural, built and heritage infrastructure of the city’s open spaces, including parks, countryside, cemeteries, allotments and the seafront.
2. To work with colleagues to identify appropriate short and longer-term projects, with potential for philanthropic financing. Projects may be high profile or politically sensitive.
3. To scope and develop appropriate donor engagement and stewardship programmes including digital and actual acknowledgements, plaques and comms.
4. To communicate information between projects colleagues and other internal departments including cityparks, seafront team, events, brand activation and sponsorship, planning, communications, legal, finance and IT&D.

1. Carry out research and analysis of best practice for new financial models for Parks and open spaces including APSE, Natural England, Green Infrastructure Partnership, local authorities, Government departments, academic institutes, and other external stakeholders.
2. To lead on community liaison, consultations and engagement with stakeholders, Councillors and public to build the evidence base for development of projects.
3. To plan, organise and undertake surveys using the consultation portal and other formats to gather quantitative and qualitative data, collate and analyse results and generate reports for projects and related stakeholders.
4. Assess and manage risk for projects; identify potential risks and mitigate on advice of the Parks Projects and Strategy Team Manager, senior management, Councillors, and external professional bodies.
5. Responsible for project support administration such as monitoring of budgets, highlighting risks to management, organising project board meetings, preparing agendas, background papers for discussion, taking minutes and providing further information at meetings.
6. Develop and review agreed park management plans and/or works lists with area managers, operations staff, and relevant stakeholders to reduce future maintenance liabilities and increase commercial opportunities.
7. Design and prepare supporting documentation such as tenders, reports, consultations in a collaborative and professional manner, working with Procurement, Legal, Analysis and Research, Transport, and others to assist the evolution and understanding of our parks and open spaces.
8. Procure, manage, and monitor goods and services provided by consultants, contractors and suppliers using the council’s approved processes to achieve quality, efficiency and best value for the council and its residents.
9. Produce, design, and disseminate communication materials to internal and external audiences using a variety of communications mechanisms including social media, as required.
10. Work with the Assistant Director of Culture, Tourism & Sport on initiatives as required.
11. Champion the heritage of parks and open spaces in the city and related infrastructure such as buildings, through developing and utilising conservation plans, working with Historic England.
12. Uphold the council’s values and proactively challenge discriminatory behaviour when encountered.
13. Implement, enforce, and encourage Health and Safety best practice appropriate to the role.

**General Accountabilities**

To ensure that all operations in their area of responsibility are conducted according to the provisions of the Health & Safety at Work Act 1974, the Management of Health &

Safety at Work Regulations 1999 and all relevant legislation and the council’s Health and Safety Policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may be required.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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### Essential Criteria

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| **Job Related Education, Qualifications and Knowledge** | * Educated to NVQ Level 4, or equivalent academic or work experience.
* Excellent communication, literacy, numerical and IT skills with the ability to interpret financial and statistical information
* Work related experience and demonstratable knowledge of the following:

- Project and contract management principles - Developing philanthropic income streams, including, trust and grant giving, corporate giving, legacies and memorials, and individual giving,-Building and developing effective partnerships across sectors- Knowledge of Health & Safety legislation and risk assessments* Excellent and demonstrable knowledge of Microsoft Office-based applications, particularly Word, Excel and Powerpoint
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| Experience | * Experience of building relationships with individuals and organisations
* Project management including delivery of projects within agreed budget, timescales and key performance indicators.
* Experience of fundraising, including developing new philanthropic income streams, generating income and donor stewardship
* Working in a political environment
* Assessing and writing risk assessments
* Collaborative working with the public including undertaking public consultations, and the development of volunteer groups
* Initiating and organising meetings, presentations, events, visits, and consultation programmes for various projects
* Planning and development of publicity and communication materials and strategies
* Presenting information through written and oral communication, and by giving presentations
* Analysing statistics, data, and research material
* Project support and administration.
* Excellent interpersonal skills – the ability to deal with internal and external contacts at a variety of levels including Councillors, Project Managers, Board members, Council officers – written and oral, in person or over the telephone.
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| Skills and Abilities | * Motivated and self driven with the ability to take initiative
* Excellent communication skills, including the ability to produce written reports and give oral presentations
* Knowledge of required processes and tasks involved in the running of major projects, e.g. monitoring and evaluation
* Demonstrable negotiation and influencing skills
* Excellent problem-solving skills
* Motivated, with an ability to work under pressure to tight deadlines to independently plan and complete work
* Ability to work independently and as part of a team, to use own initiative and judgement to respond to and resolve urgent issues and to consistently achieve targets and deadlines without direct supervision
* Capacity for creative thinking - ability to generate innovative ideas, alternative options and develop realistic and practical plans
* Excellent organisational skills
* Ability to give clear and accurate information when representing the city council at internal or external meetings and events
* Possessing effective communication, writing and presentation skills targeted at a variety of stakeholders
* Ability to work collaboratively with others on delivering interrelated services
* Ability to produce accurate, concise, and clear minutes, sometimes on complex issues, to specified deadlines – ensuring decisions are formally disseminated and agreed actions are followed up
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| **Equalities** | * Demonstrate a commitment to the principles of equality and be able to complete duties in accordance with the city council’s Equality Policy.
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| **Other Requirements** | * **Please note that this post will require officer to work in inclement weather and traverse steep or uneven ground on occasion.**
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