

# BRIGHTON & HOVE CITY COUNCIL JIN 3731

**JOB DESCRIPTION QUESTIONNAIRE**

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| **Job Title:**  | Project Development Officer  |
| **Reports to:**  | Head of Business Support & Projects |
| **Department:** | City Environmental Management |
| **Section:**  | City Clean & Parks |

**Purpose of the Job**

To project manage specific projects within Cityclean and Parks including Interreg BLUEPRINT projects.

Responsible for supporting and developing projects within City Environmental Management, to improve the delivery of frontline services to customers.

Act as a project contact for the Interreg BLUEPRINT project, liaising with project partners and businesses. Take responsibility for the delivery of the household behaviour change pilots, including the monitoring and evaluation, to meet the required outputs.

To undertake research and development with operational staff to improve performance in front line services.

**Principal Accountabilities**

1. To initiate and project manage from inception to completion complex, high profile and politically sensitive projects within City Environmental Management which are key to improving efficiencies, delivery of front-line services and income generation.
2. Responsible for all project support administration such as :- financial monitoring of budgets highlighting risks to management, organising regular project board meetings, preparing agendas, background papers for discussion, taking minutes and providing further information at meetings in a personal capacity.
3. To carry out research, development and analysis of best practice within the waste industry.
4. Development and implementation of performance management systems and reporting processes.

1. Manage the service risk register associated with all parts of the business.
2. Provide weekly reports to the Senior Management team relating to sales, waste reduction, growth of the business.
3. Act as sales representatives for the ‘business’ to maximise the expansion of the business and therefore generate additional income revenue.
4. To proactively identify funding requirements and funding streams and draft outline business cases.
5. Responsible for providing research, development and analysis work for specific projects including APSE performance network data.
6. To lead on community engagement including consultations and engagement with other stakeholders.
7. Responsible for drafting Committee reports relating to specific projects.
8. To undertake soft market testing, prepare contract documentation and with procurement and legal undertake evaluation and selection. Undertake contract and procurement monitoring ensuring value for money, excellent service provision, work with contractors to develop and initiate service improvements throughout the term of the contracts.
9. Provide support for City Clean Operations with health & Safety including Risk Assessments, facilities management, health & safety inspections, arrange reactive and preventative maintenance, report to the management team.
10. Provide the management and administration support for the Learning Resource Centre based at Hollingdean Depot.
11. Responsible for updating/monitoring project action tasks, project plans, risks/issues logs and budget sheets, ensuring that all agreed targets are met.
12. Main point of contact with other local authorities, Government departments, other external organisations and divisional Managers, concerning any information or work required of their sections to fulfil project objectives and to keep those concerned informed of project progress.
13. To lead on quality initiatives for the division and advise managers on actions required.
14. To provide support to all Cityclean and Cityparks teams providing information and feedback and to ensure that issues raised by residents are resolved in an effective manner and within agreed SLAs and KPIs. Provide regular service updates, and system or process training where necessary.
15. The management and negotiation of environmental licenses and monitoring reports for sites including Sheepcote Valley landfill and Hollingdean depot, and liaison with the EA regarding the management and complaints for the materials recovery facility and waste transfer station.
16. Produce internal and external communications including monthly updates for staff and producing marketing materials through a variety of methods including social media.
17. To work with the AD of City Environmental Management on special initiatives as required e.g. planning, preparing and organising the launch of the new department, developing and enhancing communications within City Environmental Management.
18. To plan, organise and undertaken customer surveys and to collate and analyse the results.

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 reasonably be required.

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| **Department:** | City Environmental Management |
| **Section:**  | City Clean and Parks |

### Essential Criteria

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| **Job Related Education, Qualifications and Knowledge** | * Excellent knowledge of Microsoft Office based applications, particularly Word, Excel, Publisher and Project.
* Educated to ‘A’ level standard, NVQ 3 or evidence of equivalent experience.
* In depth knowledge of one or more of the following;
* Community engagement work in a neighbourhood setting,
* Community consultation and research,
* Working with disadvantaged minority groups,
* Development of groups or activities within a neighbourhood setting
* Knowledge of Health & Safety legislation and risk assessments
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| Experience | * Experience of Project Management and contract management.
* Experience in waste management
* Experience in planning and delivering newsletters, publicity and information material.
* Experience of analysing performance data.
* Experience of community engagement
* Experience of preparing agendas for various meetings including responsibility for their readiness for printing, electronic transmission and dispatch; ensure that background papers, project plans or other documents for the meeting are enclosed.
* Experience of initiating and organising meetings, presentations, events, visits and consultation programmes for various different Projects.
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| Skills and Abilities | * Ability to work independently and as part of a team, to use initiative and judgement to respond to and resolve urgent issues and to consistently achieve targets and deadlines without direct supervision.
* Excellent inter-personal 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.
* Abilitiy to work collaboratively with others on delivering interrelated services
* Good writing skills with the ability to draft communications for a variety of stakeholders.
* Direct & Indirect Marketing Skills
* Capacity for creative thinking; ability to generate new ideas, alternative options and develop realistic and practical plans.
* Plan and organise own workload to meet project deadlines.
* Ability to produce accurate, concise and clear minutes, sometimes on complex issues, to specified deadlines – ensuring that decisions are formally disseminated and follow up on agreed actions.
* Excellent problem solving skills.
* Good influencing and negotiating skills.
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| **Equalities** | * To be able to demonstrate a commitment to the principles of Equal Opportunities and be able to carry out duties in accordance with that policy.
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| **Other Requirements** | * Flexibility and ability to attend meetings outside of core hours when required.
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