

Hastings Borough Council

Job Description

Job Title

Project Support Officer (Project Delivery)

Directorate

Regeneration and Culture

Grade

Grade 8 – Full Time (Fixed 12 Month Contract)

Reports to

Community Initiatives Project Manager

Location

Muriel Matters House, Hastings

Purpose of the Job

To support the development, coordination, implementation, and delivery of capital projects within the Regeneration and Culture team.

To support projects and workstreams, working in partnership with other officers, agencies, and community-based structures to achieve the regeneration ambitions of the council.

Help design and maintain detailed project plans, timelines, and progress tracking tools.

Conduct research and gather data to support the identification of community needs and project opportunities.

Assist in the preparation and coordination of external funding bids.

To support the Community Initiatives Project Manager in the development and maintenance of working relationships with HBC internal departments and external partners, in the pursuit of developing a pipeline of projects and funding proposals to deliver Council's corporate priorities.

To research and analyse a variety of regional and national funding sources and strategic policies and maintain an up-to-date knowledge of emerging funding initiatives.

Main Responsibilities

- Assist in coordinating and monitoring agreed programmes and capital projects to time and on budget, ensuring the timely identification of risks and effective communication with delivery partners and relevant stakeholders.

- Facilitate consultation and constructive engagement with stakeholders, including businesses, the community and statutory organisations, and investors/developers to ensure the effective implementation and delivery of key projects.
- Supporting the preparation and submission of funding bids, including working with third parties including specialist consultants.
- Support in the drafting of documentation and contribute to advice for senior officers, partners, in the development of major bids for funding from national sources and on the nature and composition of any partnerships or other structures and internal processes (e.g. project scoping, partner due diligence, etc.) that may be required to best ensure success in bidding for funds and in delivering against contractual requirements.
- Assist with Preparing reports and briefings, presentations and feedback to the Manager, Head of Service and, as directed, to the Senior Leadership Team, and to other internal and external meetings.
- Collect and analyse economic and social data, promote the department's work on the web. From time to time prepare, or collaborate on the development of, promotional or informational content for online or print distribution.
- Participate in an annual performance appraisal based on agreed objectives that are linked to the Council's corporate objectives and priorities.
- Ensure that all duties and services provided are in accordance with the Council's Equalities and Diversity policies and procedures.
- To comply with individual responsibilities, in accordance with work role for health and safety in the workplace
- Undertake such other duties and tasks appropriate to the grade and character of work such as changes in information systems and new technology as may reasonably required. Therefore, the above list of key result areas in this job description should not be regarded as exclusive or exhaustive.

The key result areas to this post are set out in this job description. It should be noted that the Council reserves the right to update the job description from time to time to reflect changes in or to the post after consultation about any proposed changes. Significant permanent changes in duties and responsibilities will require revisions to be made to this job description.

Person Specification

Job Title

Project Officer (External Funding and Project Delivery)

Directorate

Regeneration and Culture

Essential Requirements

Experience

1. Strong organisational and administrative experience
2. Experience of working in partnerships and project implementation/delivery
3. Proven experience in developing customer relationships/partnerships at all levels
4. Experience of working within a stakeholder environment and managing different interests
5. Project appraisal and evaluation experience
6. Proven experience of team working involving complex systems, processes and some variety of disciplines

Knowledge

7. Understanding of UK and regional policy and funding programmes
8. Understanding of programme commissioning, compliance and evaluation processes
9. Understanding of project prioritisation processes and project viability
10. Knowledge of project performance and financial appraisal methods
11. Understanding of Subsidy Control
12. Research ability, interpreting and summarising complex information

Personal Aptitude and Skills

13. Team player
14. Good negotiating and problem-solving skills
15. Ability to analyse scenarios to identify opportunities
16. Able to work with minimum supervision, possessing a high degree of integrity and personal drive
17. Experience assisting in financial monitoring and compliance processes financial acumen and attention to detail.
18. A capacity for sustained effort and performance
19. Able to use initiative within clearly defined procedures and under supervision.
20. Good communications and interpersonal skills
21. Good competency in the use of Microsoft Office 365 and programme/project management applications

Behavioural Approach

22. Ability to stay motivated in challenging and changing circumstances
23. Commitment to achieving targets whilst dealing with conflicting pressures
24. Satisfactory attendance record (normally less than 5 days absence in a year) but taking into account individual circumstances

Circumstances

25. Available and prepared to travel to partner meetings as necessary.

The above qualities will be assessed in the first instance on the application form and again at the interview stage if selected.

Desirable Requirements

Experience

26. Track record of bidding for, acquiring and managing UK and/or regional funds

Knowledge

- 27. Understanding of construction project processes, including planning, design, procurement, construction methods, regulations, and health and safety standards
- 28. Knowledge of the responsibilities of a local authority and its political, community, and professional context
- 29. Knowledge of different financial investment models alongside government funding bids
- 30. Knowledge of new funding mechanisms, including crowdfunding and social impact bonds

Personal Aptitude and Skills

- 31. Confident at public speaking/presentation
- 32. Effective management of conflict and crisis
- 33. Ability to prioritise within an agile environment.