

## ROLE PROFILE

*The 'role profile' is the contractual element and generically sets out in broad terms the responsibilities the post holder is expected to have*

Job Title: **Projects Officer**  
Job Family: **Managerial – Reporting to the Biodiversity and Conservation Officer**  
Salary Band: **4**

### Generic Responsibilities

- Contributing member of the section's Operational Management Team – C&E
- To contribute towards delivering the council's corporate plan
- To contribute towards delivering the council's medium term financial strategy
- To contribute towards delivery of the council's Carbon Reduction and Climate Change Action Plans
- To drive and help deliver C&E's strategic master plan

### Corporate Accountabilities

- **Equality, Diversity, and Inclusion**
  - Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively.
- **Health and Safety**
  - To operate with due regard to the Council's policies, procedures and guidance and undertake any health and safety training as appropriate.
- **Information security and governance**
  - Manage information in line with the Council's policies, procedures, and guidance on Data Protection, GDPR, Freedom of Information, confidentiality, information security and sharing to ensure compliance and efficient and effective information governance.
- **Safeguarding**
  - Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and vulnerable adults who may be at risk. Report concerns in accordance with corporate guidance and procedures.

## TASK SPECIFICS

*The 'task specifics' is the non-contractual element of your post and is a more detailed description of day-to-day activities which will be reviewed in line with the appraisal process and can change when priorities change.*

### Purpose of the role

- To co-ordinate and deliver projects, generate income, and liaise with partners and community groups during delivery. With particular emphasis on projects associated with the council's climate statement and the work supporting the climate change agenda.

- To provide support and management of community and strategic projects for the Community and Environment Services and Strategic Growth teams.
  - Provide support around the co-ordination and management of key projects – In particular the green agenda.
  - Support work around the implementation and delivery of income generation activities across the council's nature reserves.
  - To assist in the delivery of the climate change action plan and other relevant plans and strategies
  - To keep abreast of funding opportunities that the council may be eligible for and work with stakeholders to develop, apply for funding and deliver key related projects.
  - To support colleagues to draft funding applications for projects which could meet the council's corporate agenda.
  - To use project management skills to comprehensively plan and deliver identified projects and use strong interpersonal skills to manage competing demands and resolve challenges.
  - To support procurement exercises as appropriate.
  - To coordinate all operational teams as identified to ensure efficient and effective service delivery.
  - To represent the section and the council in a professional manner via the service function being operated.
  - Understand and produce service performance data.
  - Understand and drive the digital process across the council to realise service efficiencies.
  - Maintain strong relationship networking circles with all key partners, agencies, business clients and relative 3<sup>rd</sup> party agents.
  - Keep abreast of evolving landscapes relative to all service functions, especially commercial opportunities, joint enterprises, legal revisions, and industry best practice.
  - Assist in delivering awareness/training on climate change and sustainability issues.
  - Assist in communications and engagement activity linked to the corporate Greener Wyre Forest branding.

#### **Service to Customers/Key Relationships**

- To uphold exemplar levels of customer service across all levels of the sections business to promote customer satisfaction, service excellence, loyalty, repeat business and new clients.
- To work with other service areas and departments to ensure that there is a strategic purpose that this service area contributes to and or affects, i.e., legal, finance, Health and Safety.
- Management of community activities, customers focused business delivery, strategic green projects that positively impact on the community.

**Business Improvement/Planning Responsibility**

- Managing and co-ordinating projects to include monitoring people, budgets, quality, and targets.
- Sourcing, writing, and managing grants.
- To display sound levels of business acumen in the execution of seeking new business opportunities, expanding existing services and driving increasing levels of business revenue.
- To help grow commercial income as defined in the Medium-Term Financial Strategy
- To assist all parts of the business to achieve income targets.
- To help facilitate an improved customer journey that maximises customer service performance.
- To drive necessary campaigns and communication exercises

**Managing Resources (People, equipment, buildings)**

- Managing data – Building complex business cases
- Managing partners and community groups
- Managing volunteers
- Budget control
- Timelines and outcomes for projects
- Commercial targets from Cafes, Bio-diversity Net Gain Agenda and Carbon Off-Setting

**Skills, Knowledge, Experience, Qualifications****Essential**

- Educated to degree level in a relevant environmental discipline and/or equivalent transferable skills and experience.
- Knowledge of environmental matters and issues, specifically relating to sustainability and Climate Change.
- Strong understanding of all legal and guidance protocols associated with this role.
- Ability to compile, maintain and analyse detailed data sets to draw conclusions to support project development and funding bids.
- Excellent communication skills demonstrating the ability to communicate clearly and persuasively, both in person and in writing, in order to get commitment and buy in from others.
- Project management skills: including the ability to coordinate projects with multiple stakeholders, an understanding of risk management and an understanding of Strong data analysis skills and an understanding of performance management.
- Experience of managing project and project budgets
- Strong interpersonal skills and the ability to build positive working relationships with colleagues, external stakeholders, residents, and elected Members.
- High levels of personal organisation, self-motivation, and initiative to achieve goals.
- Computer literate with extensive experience of using MS Office packages.
- Full driving licence.

**Values & Behaviours**

Work to the Council's Values and associated Behaviours

<b>Be Honest</b>	<b>Invest in our workforce</b>	<b>Be Supportive</b>
<ul style="list-style-type: none"><li>• We are honest, say what we mean and are always courteous</li><li>• We challenge other's ideas constructively and</li></ul>	<ul style="list-style-type: none"><li>• We identify what skills are needed and develop our employees</li><li>• We understand our development is a shared responsibility and give ourselves time to learn</li></ul>	<ul style="list-style-type: none"><li>• We work together and openly help each other</li><li>• We encourage a supportive environment</li></ul>

respect decisions once made			
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#### Special Conditions of the Role

- The Council's scheme of flexible working hours applies to this post. This allows an officer some discretion in arranging working time.
- It is desirable that the post holder provides an appropriate means of transport for use in connection with the duties of this post. Recompense for the use of such transport on official business is 40p per mile. You may, therefore, from time to time be required to provide a suitable vehicle and your car insurance should cover you for business use.
- Time off in lieu will be permitted in respect of any overtime worked, provided that it can be accommodated within departmental operational schedules. There is no entitlement to overtime payments.
- The duties described in the 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 Equal Opportunities Policy.
- This is a politically restricted post. Accordingly, such post holders will not be able to be a candidate, or prospective candidate, for election as an MP, MEP or Local Councillor; hold office in a political party; act as an agent or sub agent for a candidate for election as an MP, MEP or Local Councillor; canvass on behalf of a political party or for a candidate for election to MP, MEP or Local Councillor and speak or write in public in a manner which appears to be designed to affect public support for a political party.
- Appointment to this post is subject to your completion of a Safeguarding Children Self Declaration Form. You are required to notify the HR Team if you are subsequently arrested, or are being investigated, in relation to any child welfare matter. Continued employment in this post will be subject to satisfactory completion on a regular 2-year basis.
- To undertake other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility/remuneration of this job.
- Reasonable adjustments will be considered as required by the Equality Act 2010.
- The normal working week is one of 37 hours but reasonable working hours beyond this will be required in the effective performance of your duties and responsibilities and such working will include attendance at evening meetings. Hours worked over and above the standard 37 hours per week will be taken as time off in lieu.
- The aim will be to reach agreement on reasonable changes, but if agreement is not possible the Council reserve the right to make changes to your job description.
- Special working arrangements for Bank Holidays and Christmas working applies.
- To work outside normal office hours from time to time as the demands of the post and emergencies dictate in addition to the out of hours rota.
- You may be required to respond to out of hours call outs as required.

Date Prepared: March 2025

