

Job description	
Job title	PROJECT OFFICER
Grade	K
Service Area	REGENERATION & ECONOMIC DEVELOPMENT
Section/team	MAJOR DEVELOPMENT TEAM
Accountable to	GROUP MANAGER – MAJOR PROGRAMMES, FUNDING AND INTELLIGENCE
Responsible for	SUPPORTING THE DELIVERY OF PROJECTS ACROSS THE MAJOR DEVELOPMENT PROGRAMME
Date reviewed	February 2024

Purpose of the job

The Major Development Team provides an enhanced service and dedicated resource to key investors and developers. The team helps to accelerate the delivery of housing, regeneration and economic growth schemes, to deliver innovative solutions that secure development.

A team of multi-disciplinary professionals with a range of expertise make up the Major Development Team who are responsible for the delivery of the Council's regeneration and economic development schemes. This includes our ambitious redevelopment and growth plans for our three town centres, Kirkby, Huyton and Prescott and district centre at Halewood.

The team is also responsible for managing economic development opportunities across the Borough and within the key economic development sites including Knowsley Business Park.

This post will ensure that regeneration projects and programmes are delivered and facilitate development that provide sustainable communities and deliver the best possible outcomes for existing and future generations of Knowsley.

The postholder will also work with the Business Growth Team who with Knowsley Chamber and the Major Development Team form Invest Knowsley which acts as One Front Door for investors and developers.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To assist in developing and implementing the following project management environment tools and practices including:
 - Preparation of initiation documentation and business cases
 - Establish appropriate governance arrangements for projects/programmes including defining all roles and responsibilities.
 - Stakeholder engagement, consultation and management.
 - Estimating, budgeting and cost management
 - Monitor performance and the impact of a project/programme.
 - Develop and maintain defined information systems ensuring confidentiality and access is restricted to relevant colleagues.
 - Modelling and testing
 - programme and project planning including scheduling and resource management
 - risk and issues management
 - change control
 - lessons learnt
2. Lead officer for the administration of Programme Boards as required. To include liaison with the Chair to plan, organise and co-ordinate meetings and produce high quality records.
3. Ensure effective communication between Programme Boards and lead officers at the Council and a range of stakeholders through action tracking and use of other key programme management tools.
4. To work with lead officers for project reporting to Board to collate effective progress reports for presentation to the Board, reporting on key project milestones.
5. To liaise with other Council departments as required to ensure proper and effective Governance of the Board.
6. Support lead officers in the preparation and monitoring of all external grant funds including preparing grant claims and retaining all appropriate information for audit purposes.
7. Establish performance management systems for each project / programme including specific success criteria and gather evidence and report on impact.
8. Undertake procurement for the goods and services where appropriate adhering to the Council financial management procedures.

9. Develop, manage and implement project plans and support programme plans in undertaking any activities necessary to deliver the project / programme successfully.
10. Undertake project reviews and monitor and report on financial performance of projects.
11. Oversee the closure and hand over of programme and project deliverables upon completion as per the Council's preferred approach.
12. Liaise and research emerging relevant policy and legislation to inform the development of projects and programmes, including briefings and presentations where necessary.

General Responsibilities

1. Challenge perceived ways of doing things and identify and generate new ideas.
2. Build positive relationships with team members, peers and partnerships across the organisation and externally where appropriate.
3. Work with other Council services, to ensure effective and efficient delivery of the programme and/or project plan.
4. Ability to work flexibly across Liverpool City Region as and when required.
5. Participate in all aspects of training and personal development to improve individual skills and knowledge.
6. To uphold equal opportunities in employment, in advice and in service delivery and comply with all requirements of the Health and Safety legislation and Council Policy, taking appropriate action where necessary.
7. Carry out duties requested by managers which support and promote the requirements and reputation of the Council.

Health and Safety

- Use equipment as instructed and trained
- Inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Comply with General Data Protection Regulation and the Data Protection Act 2018.
- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,



- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.