PROJECT OFFICER (ECONOMIC DEVELOPMENT)
Role Profile

Title	Project Officer (Economic Development)
Grade	GRADE E
Reference:	N905
Reports to:	Various
Work style Definition	Office based hot–desk/touch down worker
Job Type:	Semi Professional
Primary purpose of role	With appropriate support this role will contribute to the management and delivery of Economic Development Projects (eg iMayflower £6m project). The role will be critical in assisting the delivery of large scale, high value (multi-million pound) projects, providing support by, for example, structuring systems and processes, facilitating communications and demonstrating the delivery and impact to funders and partners. The role also has direct responsibility for the delivery of smaller scale, lower value projects for which the post holder must plan, design and execute delivery.

Key accountabilities and key measures	Role outcomes	Role measures
	▪ Assist with the planning scheduling and delivery of projects on time and to budget (25%) ▪ Assist with the delivery of stakeholder engagement and media (eg The University of Plymouth, College of Art, Creative England, Arts Council England) (20%) ▪ Assist in management of budgeting and keeping accurate records ensuring projects remain on track and to budget, value for money, and accounting for multiple incomings and outgoings (5%) ▪ Assist in providing regular project updates to managers, politicians, funders, partners and other interested parties (20%)	▪ Projects delivered on time and to budget ▪ Customer and stakeholder engagement ▪ Robust financial and project oversight ▪ Stakeholder satisfaction ▪ Effective reporting of information suitable for the purpose or audience ▪ Effective and efficient information management

	- Collate analyze and present data (eg financial, delivery and impact) for project reporting (20%) - With support, create efficient and effective processes/systems to monitor and track project information and activity (10%)
Key activities	- Support the management of large projects (multi-million pound, long term revenue and capital), and take responsibility for smaller value and scope projects and objectives that that last for a few months. (20%) - Represent or deputise for the Manager/Project Manager in meetings or at events directly related to projects (5%) - Supporting/aiding the Manager/Project Manager in contract negotiation (eg multi-partner agreements relating to project delivery including data sharing and funding agreements) with external partners (5%) - Procurement, or assisting the Project Manager with procurement of services for projects (5%) - Set up and attend meetings, taking notes as required and ensure that actions assigned to partners and internal teams are followed up by creating a tracking system and following up with the responsible people (15%) - Produce/collate reports and returns for the Funder/Project Manager/Manager as required (10%) - Analyse and interpret data and information on behalf of the Project Manager/Manager (5%) - Research and extract knowledge from a range of external sources related to the project (eg data organisations like Office of National Statistics, specific national organisations for example Creative Industries Federation and Government Policy Statements and Announcements), to support and maximise the benefit of project delivery (5%) - Proactively use initiative to create systems and processes to facilitate the effective and efficient management of the project. (5%) - Design evaluation and feedback tools for projects using advanced ICT skills (5%) - Contribute to the development of media and promotion of the project (5%) - Provide administrative support across the project (15%) - Carry out other duties appropriate to the grade of the post
Essential qualifications/ knowledge	5 GCSE's A*-C / 9-4 including in English and Mathematics, or equivalent
Desirable qualifications/ knowledge	- Knowledge of social media - Understanding of project management tools and processes

Essential experience	▪ Experience of working in roles with a high attention to detail ▪ Experience of working in either a project management/support or advanced administrative role within a medium or large organisation, or the equivalent knowledge and understanding from study or volunteering experience ▪ Using management and communication skills with confidence to interact with a wide range of stakeholders ▪ Planning, organising and scheduling effectively within a role which has competing demands
Desirable experience	▪ Experience in working within an economic development or business setting
Essential skills	▪ A confident user of Microsoft Outlook, Excel and Word, along with experience of video conferencing and working with shared storage systems (eg One Drive or Google Drive). ▪ The ability to react and adapt to changing needs and demands with task and time management including ability to prioritise and manage own workload, when working on individual projects and within the wider context of larger projects ▪ Excellent interpersonal skills using tact and diplomacy taking into account the context of the situation ▪ Excellent communication including written and verbal, with the ability to present information in clear and engaging way ▪ Strong organisational skills with an eye for detail and a focus on completing tasks ▪ A creative approach to problem solving ▪ Having a proactive approach to improving the way things are done ▪ Ability to show initiative to identify problems and provide solutions ▪ Confidentiality where necessary

Corporate standards

▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.

▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.

▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.

▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.