



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

PERSON SPECIFICATION

PROJECTS OFFICER

It is desirable that the post holder has:

experience of delivery of different size projects with budgets of various sizes (in excess of £100k)

Coordination of events and meetings

Understanding of local government procedures and practices

Grant funding application experience

Success in securing of funds for relevant projects

Delivery of projects in a related field (e.g. community buildings)

Experience of local authority working

Ability to devise own project management systems

Ability to coordinate and compile project reporting

Knowledge and experience of a range of project management tools

IT literacy (MS Excel, Word, Outlook, Databases, and software packages)

Understanding of administrative processes and systems

Ability to write clear reports

Ability to interpret information and data

Ability to manage own workload and deadlines

Ability to work on a number of projects at any one time and to work to changing priorities.

Good team player, but able to work using own initiative

Ability to travel for work purposes as and when required

Core Competencies:

1. Effective Communication - You will be able to communicate clearly and effectively with a diverse range of people.

2. Customer Service - You will deliver the highest quality of service to our customers, both internal and external. You will strive to deliver a consistently high-quality service, with commitment, understanding and meeting their needs.

3. Working Together - You will be able to work co-operatively with colleagues, Councillors, and partners to achieve results and develop good working relationships. You will be able to focus on the development of yourself and colleagues to enhance performance, motivation, and ability to change.

4. You should be able to adapt to new work challenges and situations, adopting a positive attitude to change.

5. You will be able to demonstrate an understanding of and commitment to the Council and its Services. You will be able to demonstrate how your work supports and meets the needs of the service.