



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

JOB DESCRIPTION

PROJECTS OFFICER

This is a senior role within the Council initially on a fixed two year contract with the purpose of leading and delivering major projects of the Authority (such as a building refurbishment, Neighbourhood Plan and other initiatives arising from the expenditure of Community Infrastructure Levy (CIL) monies and/or other sources of income). The role will involve presenting update reports, managing budgets/fundraising and liaising with elected Members, Council Staff, stakeholders and the wider public.

Accountable to: Town Clerk (or Deputy Clerk in their absence)

Other Duties:

Undertaking any other duties, at the request of the appropriate Council's Officers which are consistent with the post holder's competence and grading.

[End]

Responsible for: Leading and facilitating major projects of the council.

Overall Responsibilities:

To undertake and facilitate the delivery of projects of the Council by providing project management, engaging with the public, and playing an active part in the improvement and development of the council's work to ensure that projects are achieved in a timely manner and within budget. Creation, management, and compliance documentation associated with CIL /S106/External grant applications - working with the Town Council and the community to deliver projects.

Specific Responsibilities:

1. To prepare reports and action any instructions associated with projects required by the council.
2. To provide project support relative to the work of the council as required.
3. To support the vision of the council to create and deliver projects associated with CIL expenditure (Community Infrastructure Levy). Maintain records appropriately associated with CIL/S106 and assist the Clerk/RFO in monitoring expenditure associated with projects of the council.

4. To ensure all regulations required for compliance with the transparency code are completed and provision of information for inclusion on the Council's website.
5. To source potential funding streams for projects and to prepare funding bids for application.
6. Undertake research essential to the success of the project including photographic, statistical, documented evidence to support the projects.
7. To prepare and undertake community consultation including producing relevant documents and display material.
8. To complete and format information, using various IT techniques, preparing correspondence, reports and other documents associated with projects of the council.
9. Co-ordinate the work of partners, external consultants, and organisations to deliver outcomes.
10. To co-ordinate joint working with volunteers/members in connection with Town run events and services
11. To support the Clerk and other officers with such tasks or covering duties as may be required for the proper functioning of the council.
12. To undertake additional duties as required, commensurate with the level of the role.

General:

To work with communities sometimes outside normal office hours, including weekends.

To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.

To work with colleagues across the organisation as required in support of organisational goals.

To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.

To promote the principles of customer care, equality, quality management and good health and safety standards at all times.

To attend training courses and seminars as directed by the Clerk and to acquire the necessary professional knowledge required for the efficient management of affairs of the council.

Working with and supporting community groups and/or volunteers.

Creation and overseeing of projects of the council within a set deadline.

Elstree and Borehamwood Town Council operates a flexible working policy and some working from home will be considered for this post.