

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 03772

Service Area: Highways Client

Grade: G7

Job Title: Project Officer

PURPOSE OF JOB:

A **Project Officer** is required to carry out a wide range of project and contract related duties on behalf of the Highways Service and specifically within the Client and Contract Team.

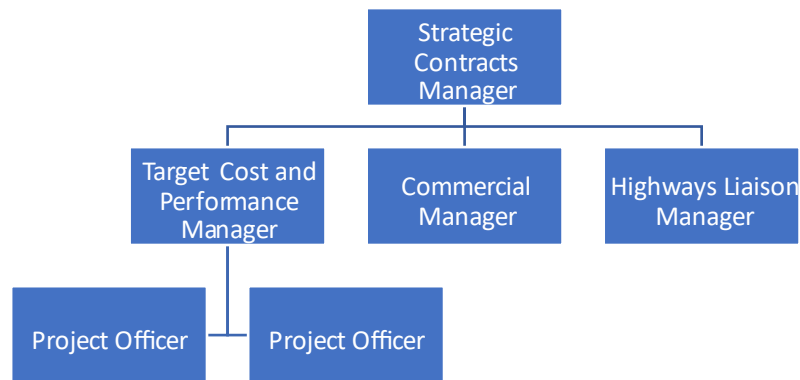
The wide range of projects and tasks include managing the end to end procurement process on behalf of the wider service by being the department's contact for the LCC Procurement Portal system; managing all tenders during their life cycle, ensuring communications between contractors and clients are prompt and compliant, awarding contracts and ensuring those unsuccessful bids are supplied with the feedback required by the Procurement Regulations and LCC's Contract and Procurement Procedure Rules. Any errors incurred during these processes may invalidate an entire procurement process or lead to legal challenge of a contract, which will put service delivery at significant risk or require the authority to pay unnecessary compensation costs. There is also a significant risk that commercial advantage could be given to a single or number of contractors, which would impact on the authority's ability to leverage maximum value for the public, should the approach taken not meet the required standards or information is incorrectly vetted between client and contractor.

The role is required to support any projects which come forward through the service and will vary significantly. These may include the procurement of the Highways delivery service (£700m) through to a small scheme for bridge painting (£15k) and the project officer will be expected to assist in the management of the project including documentation such as specifications, business cases, tender documents, evaluation mechanisms, contracts and agreements, programmes, reports, presentations and training/information sessions. The post holder will be expected to advise wider service colleagues on the current best practice and compliant approaches to achieving the required end result by maintaining their knowledge of project and procurement best practice within the council and the industry together with a knowledge of current legislation.

The postholder will manage the process for storing hazardous waste at LCC property, in the form of planings containing coal tar, and will ensure returns are completed for the Environment Agency by validating the consignment notes from contractors and managing the stock to approved volumes.

Support will also be provided to the Target Cost and Performance Manager by detailed analysis of performance data, looking at data from a range of sources and of different types, making use of a range of presentation methods. Validation and understanding of the data comes from knowledge of the breadth of services delivered by the department.

A wide range of ad-hoc tasks also make up a key part of the role and are crucial in allowing the service to develop with the project officer playing a key part in the how the service improves.

TEAM STRUCTURE:**MAIN DUTIES:**

1	The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:
2	The main specific duties not listed elsewhere, consist of: • Support in the development and delivery of major projects, including future service delivery contracts and IT system procurements for the Assistant Director for Highways Area. • Assess, monitor and review project management and procurement best practice locally, regionally and nationally for potential use within Highways. • Work closely with wider LCC services to ensure development of business cases and projects meets the expectations and political requirements of the authority. • Maintain, collate, monitor and report performance management data for the Highways Service and liaise with senior corporate staff for reporting within LCC. • Assist in the development of business and strategic plans for the service as a whole and the Highways Service Partnership. • Resource planning of own role and support if required, for the delivery and implementation of new projects and initiatives. • Working collaboratively with suppliers and partners at various levels. • Manage the procurement requirements of the service, using the LCC Procurement Portal, to ensure compliance with Legislation and the Council Procedures. • Maintain the frameworks used by the Council for the procurement of highways projects by managing suppliers and the communication required between service and suppliers. • Provide accurate and detailed data to assist the service in managing performance, looking for anomalies and exceptions, with a view to escalation and understanding of the offer to the public. • Manage the hazardous waste (planings containing coal tar) process, ensuring consignment notes are up to date and complete, and managing responses/communications with the EA.
3	The main specific accountabilities of this role will be flexible and will change to meet the organisations required needs but will include (or equivalent in nature to) those listed below. • Providing day to day leadership as appropriate to deliver the agreed priorities within commissioning strategies, working collaboratively with providers (including statutory and non-statutory partners) • Provide expert advice and guidance as appropriate for own area of expertise. i.e. the procurement and project requirements of the service. • Deliver a personal portfolio of projects and/or specific work

	• Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working • Ensure effective performance review arrangements are in place to manage service delivery/contracts • Monitor service delivery against expected outcomes and proactively manage performance • Demonstration of the Council's Core Abilities (at the relevant level) - Personal Leadership - Being Future Focused - Political and Commercial Astuteness - Supporting a High Performing and Flexible Workforce - Drive for Results
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PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
The post holder is required to have an HNC in appropriate discipline with relevant experience of project development, highways services or civil engineering or equivalent.	A	X	
Knowledge and experience of project management.	A/I	X	
In-depth knowledge and experience of IT systems including Microsoft products.	A/I	X	
Knowledge and understanding of highway contracts, highway asset management and operational computer systems.	A/I		X
Ability to understand user technical requirement and solutions and implications for the prime functional areas of the Highways and Transport service.	A/I		X
Ability to think logically, analytically and laterally in order to develop solutions.	A/I	X	
Ability to work collaboratively to implement solutions and achieve successful outcomes as well as promoting and sharing ensuing good practice.	A/I	X	
Ability to communicate and work in a flexible way with officers	A/I	X	

High Level IT Systems and project management skills with significant experience of IT systems and data associated with Highway Asset Management	A/I		X
Experience of working with IT systems, business process and data management	A/I		X
Health and safety requirements for office locations	A/I	X	
Knowledge and experience of database management, SQL and report writing	A/I		X

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.