**ABERDEEN CITY COUNCIL**

**JOB PROFILE**

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| **1 Job Details** | |
| Job Title: | Project Officer (Programmes & Projects) |
| Job Profile No: |  |
| Directorate: | Place |
| Service: | City Growth |
| Grade: | G13 |
| Version Date: | May 2016 |

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| **2 Job Purpose** |
| The purpose of the job is to develop, plan and manage a variety of City Development and Infrastructure Projects which will positively impact the sustainable economic growth of Aberdeen City and its region. |

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| **3 Reporting Relationships** |
| Programmes and Projects Manager  Team Leader - Projects  Senior Project Officer  **Project Officer** |

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| **4 Outcomes** |
| **The post holder will be expected to:**   * Contribute to successful management and delivery of strategic development projects. * Monitor and ensure projects meet the reporting requirements. * Manage project risks and issues. * Liaise with associated project partners, stakeholders and organisations. * Represent the Council and travel in connection with strategic development projects. |

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| **5 Knowledge** |
| **The post holder needs to be able to demonstrate an understanding or experience of:**   * Project management. * Effective communication and stakeholder engagement. * Contract management and financial monitoring. |

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| **6 Job specific skills & competencies** |
| **The post holder is expected to demonstrate:**   * Proven experience in trans-national strategic European projects. * Proven experience in developing strategy and policy. * Proven experience in contract management and performance monitoring. * Proven experience of working in a project with multiple partners and stakeholders. * Proven experience of delivering presentations using a variety of methods and media ranging from small groups to large conferences. |

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| **7 Organisational Behaviours** |
| **The post holder is expected to display the following behaviours:**  **Communication**   * Communicates information clearly and concisely * Gives clear and relevant information and instructions * Uses appropriate language which is clear and unambiguous (Plain English) * Relates well to others and works with them to help meet their needs   **Customer Focus**   * Understands and responds appropriately to customers’ needs * Works collaboratively across service/ team/ organisational boundaries to deliver excellent customer service * Manages customer expectations * Establishes good relationships with customers   **Professionalism**   * Demonstrates honesty and integrity in their decisions and actions * Meets deadlines * Promotes/ upholds the council’s image * Meets and maintains standards consistently   **Respect**   * Recognises the time, effort and commitment of others * Is courteous, polite and considerate to all * Makes colleagues feel valued and supported * Complies with council policies, procedures and guidelines |

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| **8 Requirements of the Job** |
| **The post holder needs to hold as a minimum:**   * Degree, or equivalent qualification in a relevant discipline. * A Project Management qualification or equivalent. |

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| **9 Development** |
| **The post holder must have undertaken or must undertake the following within a specified period.**   * If required, the post holder to undertake Prince II training in project management within the first 12 months. * The post holder will also attend the Council’s internal ‘Negotiating and influencing’ training. * Data Protection Essentials – OIL Module * Protecting Children - OIL Module * For Your Eyes Only - OIL Module |