**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 ManagerTeam Leader - ProjectsSenior 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
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