

LYMINGTON AND PENNINGTON TOWN COUNCIL

JOB DESCRIPTION

Job Title:	Project Support & Delivery Officer
Hours:	Flexible up to 20 hours per week
Salary:	£23,369 - £24,799 pro rata SCP 16-19 (from 1/4/19)
Location:	Town Council Offices, Town Hall, Avenue Road, Lymington

1. Main Purpose

- 1.1 To support and deliver projects to agreed project management standards (e.g. PRINCE2). To develop and manage programme/project offices and associated programme and project management documentation. To lead on the delivery of key elements of projects. To ensure that projects deliver to Time, Cost, and Quality and ensure that benefits are realised in line with agreed objectives.
- 1.2 To support and contribute to the effective administration of the Council.

2. Position within the Organisation

The post holder reports to the Deputy Town Clerk.

3. Main Duties

- 3.1 To develop and manage the effective delivery of the Council's projects.
- 3.3 To support the administration of the Council as directed by the Deputy Town Clerk.
- 3.4 To identify initiatives which will benefit local residents and the business community, working with other groups and agencies as appropriate.

Person Specification: Project Support & Delivery Officer

Criteria	Essential	Desirable	Method of Assessment
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Education	Good general education with a minimum of 5GCSEs, or equivalent including English and Maths	Degree or HNC in relevant discipline Project Management qualification eg Prince2	Application
Experience	Minimum 3 years' experience in an administrative field Project Management experience	Experience of working in a Local Authority Experience of Health and Safety at Work	Application/ Interview
Skills & Knowledge	Excellent IT skills and familiarity with Microsoft Office software Ability to perform routine administrative tasks such as minute taking, document configuration (filing/retrieval and standardisation). Excellent communication skills	Knowledge of local government procedures	Application/ Interview
Personal Qualities	Excellent interpersonal and stakeholder management skills with ability to communicate at all levels both internally and externally Positive, 'can do' attitude Flexibility, Diplomacy and tact The ability to effectively manage complex sets of relationships, conflicting priorities and manage finite resources Ability to work both alone and harmoniously with staff and public Methodical and thorough approach to tasks with attention to detail Ability to anticipate problems and solve them	Excellent presentation style with the ability to present complex information to a variety of audiences Proven experience of the ability to influence, negotiate and persuade	Application/ Interview
Other	Willingness to attend evening meetings and to work at weekends if necessary	Clean driving licence	Application