



IPSWICH
BOROUGH COUNCIL

Ipswich Borough Council
Job Description:N83

Project Officer – Economic Development

Main Purpose of Job

Development and delivery of project management services and effective performance management processes to support the Economic Development team and the Town Fund programme.

Main Duties

1. Review and maintain performance management processes and data (i.e. performance data and external/peer reviews) to identify potential areas of improvement within Town Fund processes
2. Provide project and risk management skills to support the day to day administration of projects and programmes (including local Town Fund Task Forces), monitoring progress, visiting construction sites and financial performance and identifying issues as soon as they arise
3. Undertake reviews as directed by the Chief Executive and provide specific recommendations on possible improvements/changes as necessary.
4. Responsible for the development and preparation of reports including performance monitoring and highlight/gateway reviews reports including analysis on the delivery of the Town Fund projects.
5. To support the management and co-ordination of projects plans to ensure timetables are established and agreed for the delivery of all schemes and update as required, undertaking any relevant IT systems for implementing actions and providing support for public consultation events.
6. Undertake desktop research for the purpose of identifying areas of best practice in other client commissioning bodies to utilise as exemplars.
7. Support the production of Tender documents, project plans, user guides and H&S files for projects and work with teams of consultants and contractors in project related activities

8. Act as the councils contact with external teams and provide relevant support.
9. To be responsible for Continuous Professional Development (CPD) in own specialist / professional area in order to remain abreast of new developments, local and national issues, case law and relevant legislation and also maintain comprehensive CPD records
10. Undertake such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



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Person Specification

Project Officer – Economic Development

Attributes	Essential	Desirable	Method Of Assessment
Qualifications	Degree level education or an NVQ level 6 in relevant disciplines including project management and three years qualitative experience Evidence of continuing professional development		Application Form/Interview/Test
Relevant experience	Significant Project Management experience Proven experience of maintaining accurate manual and electronic records and filing systems and giving attention to detail Previous experience of delivering excellent customer focused service Proven experience of and ability to work to deadlines Demonstrate ability to produce and analyse accurate and relevant reports in a variety of formats. Demonstrable experience of producing user friendly procedures, processes and guidance to build resilience across the team and ensure continuity of service	Local authority experience. Politically aware.	Application Form/Interview/Test
Specialist knowledge	Working knowledge of a broad range of IT and web based applications. Working knowledge of all Microsoft Office applications	Understanding of local authority finance and budget setting process. Previous experience in use of project management systems e.g. MS Project, Smartsheet	Application Form/Interview

