Job Outline

Post:	Project Officer
Location:	Hybrid
Hours:	35 hours per week
Duration:	Permanent
Service:	Place
Grade:	HC9 £42,879.20 - £46,410.00
Contact:	Teresa Ratnam
	e-mail: Teresa.Ratnam@highland.gov.uk

The successful candidate will be expected to be office based a minimum of two days per week.

Job Purpose :

The post holder will support the delivery and coordination of works associated with the North of Scotland Electric Vehicle (EV) Charging Infrastructure project. This is a long-term project to deliver a high-quality public EV charging network across the North of Scotland.

To support the Line Manager in managing the delivery of the North of Scotland EV Infrastructure project.

To provide the provision of high quality, cost effective and timeously completed project management services in respect of all capital works and revenue projects related to network deliver

Employee Benefits

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

- Flexible working patterns including both full-time and part-time opportunities. We want to accommodate the right candidate for the post, and we are able to assist lifestyle choices and other commitments you may have. For example: seasonal compressed hours
- Competitive salary with an incremental scale and annual pay review.
- Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.

- 28 days paid holiday plus 7 Public paid holidays (pro rata for part-time staff), rising to 33 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
- Pension Scheme, including employer's contribution of 19.5%
- A genuine commitment to the health and wellbeing of our employees with access to the new Employee Assistance Programme.
- Family Friendly staff policies including Parental Leave.
- Salary sacrifice scheme.
- Employee discount/reward schemes from major and local retailers.

If you are interested in working for Highland Council and being part of a team that is continually improving their service please view the further information, job description and person specification and then apply online.

1. Job Description – Key Duties and Responsibilities

- Provide a cost effective, efficient and quality project management service on specified projects in a professional and expert manner.
- Ensure expenditure is controlled and projects are completed within approved estimates.
- Manage the contractor in aspects of delivery.
- Maintain excellent contact with all stakeholders and keep them informed in all aspects affecting the programme delivery.
- Carry out duties assigned by line manager and Climate Change & Energy Manager.
- Ensure progress of projects is regularly monitored and progress reports are submitted to stakeholders.
- Ensure project is delivered within agreed performance indicators and to the specified quality.
- Assist with preparations for adherence to Best Value for appropriate functions within Council Service.
- Assist with the preparations for adherence to Best Value for appropriate functions within the delivery of a Cross-Council project.
- Ensure site safety is maintained and construction is undertaken in a safe manner, having continually assessed the risks as an integral part of the design and delivery process.



- Ensure expenditure is controlled and projects are completed within approved estimates.
- Manage the contractor in aspects of delivery.
- Contribute to internal and external working groups.
- Ensure that delegated projects are compliant with practice and procedures established by line manager.
- Ensure up to date knowledge of statutory changes, changes in Council policy and appropriate technical information concerning total service delivery.
- Effectively monitor the Change Request process on all assigned projects.
- Ensure that regular progress, cost and quality reports are compiled and made available to line manager by the required time.
- Assist with strategic programme planning and reporting of annual workload to relevant stakeholders.
- Update the master programme and other databases/ documentation as the project progresses, as directed by line manager.

2. Other Duties

In undertaking these tasks, the post holder will be required to:

- Work in accordance with Council's Standing Orders, financial procedures, contract procedures, programme and project management approach and policies and procedures
- Take responsibility for your personal development and participate in training.
- Liaise with a variety of stakeholders in the delivery of a successful programme.
- Comply with requirements of GDPR legislation.
- Other duties appropriate to the level of the post.
- The post holder will be required to travel to sites and offices across the Highland Council region in the delivery of their duties.
- Attendance at regular meetings with contractors and key stakeholders.

3. Person Specification

ESSENTIAL - The minimum acceptable levels for safe and effective job performance:

Experience:

- Knowledge of Public Charge Place Regulations.
- Experience in energy projects.
- Effective project management experience, with demonstrable experience of delivering a broad range of relevant project work to a high standard.
- Experience in data management, including collating and analysing complex data from multiple sources.

Education & Qualifications:

- Educated to degree level in a relevant discipline or equivalent experience.
- Professional qualifications.

Skills:

- Ability to deliver projects on time and within budget.
- Good negotiation skills.
- Ability to develop good working relationships with internal and external stakeholders.
- Proven organisational skills.
- Valid Driving Licence.

Attributes:

- Committed to team working.
- Self-motivated and enthusiastic.
- Ability to work flexibly to meet deadlines.
- Work on own initiative and under pressure, Commitment to Team Working.
- Willing to be flexible about travel for work and training purposes.
- Excellent inter-personal and communication skills both written and verbal.
- Highly motivated and enthusiastic.

4. Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual programme of Risk Assessment in relation to their role within Highland Council

Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.