ORKNEY
ISLANDS COUNCIL

Service	Enterprise and Resources
Head of Service Area	Enterprise and Economic Development
Service Manager Area	Sustainable Regeneration and Arctic
Job Title	Project Officer
Location	Council Offices, School Place, Kirkwall, KW15 1NY
Reporting To	Programme Manager, Orkney World Heritage Site
Grade	H
Job Evaluation	A5188

Job Purpose

You will help to support the Orkney World Heritage Site Programme in the delivery of projects, improvements and initiatives, be they incremental or transformational in nature.

Your role will cover everything from project coordination and stakeholder engagement to supporting the improvement of systems and processes.

Job Specific Duties and Responsibilities

The main aspects of this role will include:

Project support and coordination

You will support all aspects of project management in collaboration with the Programme and Project Managers. This will include (but is not limited to):

Stakeholder engagement and communication, including organising meetings, workshops, and public engagement events.

Production of project documents, including funding applications, business cases, initiation documents, plans and reports.

Maintenance of programme project records, logs and registers.

Identification, assessment and management of project risk.

Monitoring, reporting on and supporting project progress and corrective action.

Undertaking data analysis and reporting.

Engagement

A key part of this role will involve identifying engaging and collaborating with stakeholders at all levels within and out with the organisation and partnership. A collaborative approach

is required to project delivery with co-design and co-creation being at the centre of what the programme is about.

Stakeholder engagement is a vital aspect of successful project and improvement delivery. You are expected to be involved in stakeholder analysis and management in order to facilitate successful project delivery.

Research and analysis

As part of project discovery and delivery you will be required to complete quantitative and qualitative research and analysis. This will include sensemaking to pull out themes, recommendation and conclusions.

Development of project deliverables

You will proactively and collaboratively contribute to the development and implementation of project deliverables. This covers a diverse range of activities.

General Duties and Responsibilities

Working Environment

This role is predominantly office based however travel will be required for meetings, research and engagement.

Communication

The post holder will be routinely expected to communicate and engage with others across the organisation as well as Elected Members, partner organisations and the general public. This will include chairing and facilitating meetings, workshops and training sessions.

Responsibility for Employees

You will not have direct line management responsibility however there will be some requirement for you to coordinate some activities undertaken by project team members.

Financial Resources

You will not have direct budget holder responsibilities however you will need to report on project budget/financials and complete general financial analysis.

Information Systems

You will have advanced digital skills using a diverse range of computer packages. This will include the Microsoft Office suite, particularity Excel, Word, PowerPoint and Visio. Skills in video editing and communications content creation and the use of financial systems is an advantage.

Corporate Responsibilities

As an employee of Orkney Islands Council, the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies.

Be aware and adhere to the Council's policy on Equal Opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

Criminal Records Checks - please select the relevant option(s)

☐ This post does not require a check on criminal conviction history

☐ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.

☒ Level 1 Disclosure Check via Disclosure Scotland.

☐ Level 2 Disclosure Check via Disclosure Scotland.

☐ Level 2 Disclosure Check with Barring via Disclosure Scotland.

☐ Level 2 Disclosure Check with PVG for working in a regulated role with children.

☐ Level 2 Disclosure Check with PVG for working in a regulated role with protected adults.

Significant/Regular Demands Associated with the Role

Task	**Relevant ✓**	**Task**	**Relevant ✓**
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Work with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Requirement to use physical restraint techniques	
Other (please specify)			

Politically Restricted Post Yes ☐ No ☒

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Knowledge.

☐ General Teaching Council for Scotland (GTCS)

☐ Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.

☐ The Law Society of Scotland

☐ The Chartered Institute of Personnel and Development (CIPD)

☐ Other, please specify below: _____

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;

☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;

☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;

☐ To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;

☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;

☐ To participate in a standby duty rota, for which you can claim standby allowance.

☐ To work additional hours depending on the exigencies of the services.

Employee Acceptance of Job Description

Signature: _____ Date: _____

PERSON SPECIFICATION

Service	Enterprise and Resources
Head of Service Area	Enterprise and Economic Development
Service Manager Area	Sustainable Regeneration and Arctic
Post Title	Project Officer

Factor	**Criteria**	**Essential / Desirable**	**How Assessed**
Experience	Experience of supporting projects, schemes or initiatives.	Essential	Application Form/ Interview
	Experience of supporting stakeholders in order to facilitate improvement.	Essential	Application Form/ Interview
	Experience of supporting stakeholder engagement and building stakeholder relationships.	Essential	Application Form/ Interview
	Experience of producing and delivering presentations.	Essential	Application Form/ Interview
	Experience of research and analysis.	Desirable	Application Form/ Interview
	An understanding of relevant local authority procedures.	Desirable	Application Form/ Interview
	Knowledge and experience of project management tools and techniques.	Desirable	Application Form/ Interview
	Knowledge of internal business support systems and processes.	Desirable	Application Form/ Interview
	Knowledge and experience of using improvement tools and techniques (for example process mapping, business analytics or the model for improvement)	Desirable	Application Form/ Interview
Knowledge	The minimum knowledge required for this role can be evidenced by either: Holding a qualification at SCQF 8/9, i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship. <u>OR</u> Having a minimum of 5 years previous relevant experience, as detailed in the	Essential	Application Form

	experience section of this person specification. Qualification or certification in project management or willingness to work towards this.	 Essential	
Other Requirements	Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.	Essential	Screening Question