

Northumberland County Council
JOB DESCRIPTION

Post Title:	Project Co-ordinator	Service: Broadband & Partnerships		Office Use
Band:	6	Workplace: County Hall, Morpeth		JE ref: 2371
Responsible to:	Programme Director	Date: February 2012	Manager Level:	
Job Purpose: Provide project design support and coordination to the planning, design and procurement of superfast broadband for Northumberland. Take responsibility for the regular and planned updating of the programme and its associated projects producing exception and update reports, risks and issues logs and financial and performance information. Operate and be competent in the use and deployment of supporting programme and project management systems to support the programme.				
Resources	Staff	Project Administrator or other temporary or delegated resources.		
	Finance	Contributing to the efficient and effective running of the programme and projects team		
	Physical	Maintain and operate key programme and project systems		
	Clients	Ensure compliance with relevant legislation, council policies and procedures.		
Duties and key result areas: <div><div></div><div><div>1. Design, populate and maintain programme and project documentation, reporting and associated data</div><div>2. Coordinate and report on the progress, risks and issues relating to the delivery of the broadband programme and its projects producing planned and professionally presented material for governance purposes.</div><div>3. Ensure effective and consistent project management and communication systems are developed and maintained in line with the requirements of the service as a whole</div><div>4. Provide advice to other service areas on project coordination approaches as adopted by the Broadband programme to share and exchange good practise.</div><div>5. Collect, collate and analyse information and data, as appropriate, to inform and support decision making</div><div>6. Develop and maintain information to the required service standards, observing data protection, privacy and confidentiality rules and procedures</div><div>7. Provide support and advice to relevant officers within the Broadband team in developing and implementing associated projects</div><div>8. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of projects within deadlines</div><div>9. Where necessary, manage allocated staff, ensuring that all aspects of supervision, workload allocation, monitoring of work standards, motivation and personal development of staff are properly addressed.</div><div>10. Actively promote and represent the interests of the Council in relation to service activities and policies at local, regional and national level, as appropriate.</div><div>11. Attend and contribute to relevant committees, meetings, seminars and participate in task groups as required.</div></div></div> <div>The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</div>				
Work Arrangements				
Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.			
Transport requirements:	Will involve travel to meeting venues, area offices or training venues throughout the County and further a field on occasion.			
Working patterns:	Normal office hours but flexi-hours may apply if colleagues provide cover. Possible attendance at evening meetings.			

Working conditions:	Mainly indoors
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PERSON SPECIFICATION

Post Title: Project Co-ordinator	Service: Broadband & Partnerships	Ref: 2371
Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree level or equivalent standard of general education. PRINCE 2, MSP or equivalent In-depth knowledge of technology application and deployment Knowledge of relevant policies, procedures, trends, developments and best practice Commercial awareness and understanding of the relationship between costs, quality, customer care and performance. Evidence of continued professional development.	Evidence of recent and relevant management training. Relevant management degree or post-graduate diploma e.g. MBA, DMS. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.	
Experience		
Recent and relevant post qualification experience in a relevant context. Excellent ICT systems skills and ability to design and operate programme and project related software A breadth of work experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations. An evidenced track record as a successful consultant/advisor or project manager. Experience in developing and maintaining excellent collaborative relationships with all relevant internal and external stakeholders Relevant experience in designing and drafting policies, procedures and other technical documents.	Experience in a particular relevant specialist area. Supervising staff and their productivity.	
Skills and competencies		
Advanced IT and project management skills and able to effectively use ITC to achieve work objectives. Excellent analytical /reasoning and planning skills Prepares written, verbal and other media to best professional standards. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally Maintains a professional demeanour in stressful and difficult situations. Good negotiation and communication skills and able to persuade others to adopt an alternative point of view.	Advanced skills in Microsoft Office	
Physical, mental, emotional and environmental demands		
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Some contact with public/clients in dispute with the County Council. Some exposure to working outdoors.		
Motivation		
Positive, enthusiastic and motivated to deliver in a challenging and changing environment A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others.		

Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated Works with little direct supervision.		
Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others
e.g. case studies/visits