

JOB DESCRIPTION



**South
Cambridgeshire
District Council**

Service	Location
Health and Environmental Services	Cambourne

Job Title	Post Number
Project Officer (Community Rail Partnership)	New

Scp RANGE	Salary Range
20 - 25	£23,711 - £28,329

Responsible To	Responsible For
Programme Manager	N/A

Health Considerations/Risk/Surveillance Required

VDU Habitual User. Flexible working including some evenings and weekends. Off site visits to partner organisations, parish councils and community groups.

Overview:

The Sustainable Communities and Partnerships Team brings together a diverse and important range of functions, which combine to support the building and maintenance of sustainable communities and individual wellbeing. In order to deliver the best outcomes, the team recognises the importance of locality working and the need to work flexibly to deliver services that meet the priorities of local people and future residents of new communities. The team fulfils a corporate role, working across directorates and leading on locality working.

Purpose:

To provide a first line specialist project support service for the Sustainable Communities and Partnerships Team to ensure the effective delivery of Council objectives.

Key responsibilities:

To provide an effective and efficient specialist project support service to the public and the team under the direction of the manager.

To undertake a range of tasks within less standardised work patterns:

- To advise the public on procedures, legislation and regulations as well as good

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practice to be followed.

- To support parish councils and community groups in setting up local projects and initiatives that deliver Council objectives.
- To ensure compliance with legislation, policy, practice and procedures.
- To ensure that suitable communications are used to promote projects and identify and highlight relevant case studies.
- To undertake and coordinate operational and project support activities.
- To prepare reports for consideration by managers and committees as appropriate.
- To act as Council representative at external events and partnership meetings.
- To identify and set up appropriate systems and procedures of use within the team/office.
- To provide management information and reports as required.
- To maintain accurate recording and maintenance of records and filings systems, both manual and computerised. This could include financial records.
- To contribute and assist in the development of practices and procedures, which support in developing and delivering projects and initiatives.
- To act as team/service representative on corporate projects as required.
- To promote the service at meetings and forums.

Key contacts:

Internal

Elected Members, Portfolio holders, Director of Health and Environmental Services, Sustainable Communities and Partnerships Team, other SCDC officers as required.

External

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Officers within Cambridgeshire County Council, officers within NHS (CPFT, CCG, LCG), officers within Cambridgeshire Constabulary, officers within Cambridgeshire Fire & Rescue Service, sports centres, village colleges, parish councils, neighbouring local authorities, voluntary sector organisations, community groups, national governing bodies, local residents, local businesses.

General to all job descriptions:

All employees must be exemplars in demonstrating the Council's values and behaviours.

All employees must have due regard to the Council's current Management Arrangements for Data Quality. All employees have a responsibility to ensure that the data they collect, manage and report, including data from third parties is accurate, valid, reliable, relevant, complete and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to provide quality data.

Work in an internal and external customer related way in accordance with adopted procedures and good practice.

Comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

Comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

To be responsible for establishing safe systems of work for investigators and visiting officers, with specific reference to lone and out of hours working. To continually assess, manage and mitigate risk to employees in the area of fraud investigation work.

The responsibilities outlined above cannot totally encompass or define all tasks, which may be required of the postholder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

South Cambridgeshire District Council is committed to safeguarding and promoting the

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welfare of children, young people and vulnerable adults. We expect all council employees and councillors to share this commitment.

All staff, at every level, are often best placed to identify many of the risks faced by the Council and therefore have a responsibility to identify and minimise risk, including taking prompt remedial action on adverse events and near misses, when necessary, and reporting these, following Council policies and procedures designed to manage risk and maintaining a general level of risk awareness.

Signature of Divisional Head:

Date:

Signature of Director/Chief Officer:

Date:

Job Description last review date: