



Seaford Town Council

JOB DESCRIPTION

Project Support Officer (Projects)

Responsible to: Projects & Facilities Manager

Grade: SCP 10 – 14

Hours: 12 hours per week (over 2 days)

1. Job purpose:

To assist with the management and delivery of the Council's projects and facilities. To undertake other duties from time to time consistent with the level of the post.

2. Areas of Day-to-Day Responsibility

Delegated Project Delivery

Publicity/Marketing/Communications for Council Projects

Digital Mapping

3. Duties & Responsibilities

- 2.1 Responsible for supporting the delivery of allocated projects of the Council in accordance with the Council Strategic Objectives & Financial Regulations.
- 2.2 Responsible for the efficient and effective management of Council's extensive land, assets, and property portfolio.
- 2.3 Liaising with suppliers, contractors and other external parties during the organisation and delivery of the Council's projects.
- 2.4 Responsible for ensuring that audits and inspections are carried out as and when necessary during project delivery.
- 2.5 To support the production of maintenance and development plans, including a refurbishment and enhancement programme.
- 2.6 To assist with the development, management and delivery of allocated projects in line with Council policy.
- 2.7 To assist with the development of partnership working with other agencies and the community, and new community initiatives in accordance with Council priorities.
- 2.8 To have an onsite presence at events and project sites, and if necessary, deputising for the Projects & Facilities Manager in their absence.
- 2.9 Assist with coordinating and managing public consultations where relevant.
- 2.10 To assist in monitoring the performance of the Community Services Department against financial and personal targets, individually and as a team.
- 2.11 Assisting the departmental manager in the Community Services budget preparation and in-year monitoring of the performance against budget; working to Council policy when authorising spends. Assist with the allocation, monitoring, and spend of Earmarked Reserves.

- 2.12 To assist in the preparation and overseeing of any funding or grant funding applications in line with Council priorities.
- 2.13 Responsible for ensuring adequate records are maintained with regards to the above, including the Council's digital mapping tool.
- 2.14 To prepare reports to relevant Committee meetings monitoring projects and assets and any other relevant matters. If necessary, to attend and support relevant Committee meetings to action and discuss reports.
- 2.15 To attend meetings, conferences, seminars, and training courses associated with the work and role of Project Support Officer as required and authorised by the Council.
- 2.16 To act as one of the official representatives of the Community Services Department in the absence of the departmental manager.
- 2.17 To undertake any other duties as required by the department consistent with the level and scope of the post.
- 2.18 To carry out any departmental training required within the Community Services Department.

Reviewed: 1st April 2019