# Role profile

* **Job title**: Project Officer (Development and Regeneration)
* **Grade:** 6
* **Business area:** Regeneration and Development
* **Reporting line:** Regeneration Manager (Bolton Council)
* **Team:** Growth & Regeneration

## Job Purpose

The primary purpose of the role will be to support the continued development of Bolton’s pipeline of regeneration and development schemes, of which Health Innovation Bolton (HIB) and Crompton Place will be a key focus.

The successful candidate will support the development and delivery of Bolton Council’s economic growth and regeneration objectives and will therefore require experience of working in this sector. They will also require experience of public or private sector procurement and experience of working with a range of developers, potential structures and vehicles that support bringing developments forwards in line with Bolton Council’s regeneration strategy.

This is a 12 month fixed-term contract post. The successful candidate will be seconded full-time to Bolton Council and will be based at Bolton Town Hall.

## Key working relationships

* Senior Managers from across GM’s public sector including Bolton Council, GMCA and Local Authority and partner organisations.
* Internal and external customer groups and strategic partners, e.g., private developer partners, consultant teams, local town centre businesses, government departments etc.

## Key Responsibilities

* Assist the development, monitoring and implementation of Bolton Council’s regeneration strategy.
* Develop, implement and maintain effective project management tools, documents and systems, to enable the capture, allocation, monitoring and reporting of project activity and expenditure.
* Procure and work with a wide range of multi-disciplinary consultant teams.
* Maintain project files including activity records, output and outcome evidence, and financial audit trails, including payment records.
* Liaise with partners, stakeholders and funded organisations to deliver a high level of relationship management.
* Track and control auditable documentation including contracts, official correspondence, etc. and other data/information/reports.
* Support effective project governance through various project boards and groups.
* Proactively engage, build links with and co-ordinate a wide range of collaborative, trusting, effective partnerships. This includes setting-up regular meetings, organising agendas, taking minutes, and recording action logs.
* Assist in the production of written briefings, reports and presentations for a range of internal and external audiences including Executive Cabinet Members, Policy Development Groups and Scrutiny Committees.

## General

1. To always hold yourself and others to a high standard of professionalism, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
2. Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate.
3. Ensure the services delivered internally and externally are inclusive and accessible.
4. To align work area to the Sustainability Strategy and ensure work practices are inclusive of this value & strategic intent.

**NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.**

## Knowledge, Skills, and Experience

### Knowledge & Experience

* Project coordination and management and provision of project management support and coordination, including in a relevant private or public sector role.
* Knowledge of urban regeneration and the development cycle.
* Sound knowledge and understanding of financial procedures.
* Knowledge of the commercial cycle and procurement processes.
* Knowledge of Local Government, key funding programmes, publicly-funded projects and funder requirements.
* Administrative and data management processes such as document control and management, forms design, scheduling tasks, including the secure processing of data.
* Experience of managing or monitoring the achievement of contractually agreed outcomes.
* Experience of managing and monitoring an agreed budget.
* Applicants are preferred to have a recognised qualification in Urban Regeneration (or a related field), or Project Management.

### Desirable

* Recent experience of working in the development sector with a range of strategic development partners.

### Skills, Values & Behaviours

1. Excellent organisational and administrative skills with a systematic and efficient approach to tasks.
2. Use of Excel spreadsheets to an intermediary level and Ability to understand and manipulate complex data sets with a high level of accuracy for reporting purposes.
3. Ability to work effectively as part of a team and independently to meet deadlines, prioritising workload accordingly.
4. Good communication skills including the ability to influence and persuade.
5. High level of attention to detail and a strong commitment to high quality work.
6. A high level of enthusiasm, personal drive and energy and a capacity for sustained effort and performance.

## Corporate Duties

*Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.*

*Safeguard at all times confidentiality of information relating to staff and pensioners. Refrain from smoking in any areas of Service premises.*

*Behave in a manner that ensures the security of property and resources. Abide by all relevant Service Policies and Procedures.*

***Records Management / Data Protection*** *- As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.*

***Confidentiality and Information Security*** *- As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.*

***Data Quality*** *- All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.*

***Health and Safety*** *- All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.*

***Service Policies*** *- All GMCA employees must observe and adhere to the provisions outlined in these policies.*

***Equal Opportunities*** *- GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.*