

Temporary Corporate Projects Support Officer

Person Specification

Post number: TBC	Post grade: LS13	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of working on a project and/or in a project management environment.</p> <p>Experience of project administration including completing project documentation, monitoring and reporting.</p> <p>Experience of analysing and organising complex information and using this in written reports and verbally.</p> <p>Experience in preparation of project reports and briefings for managers.</p> <p>Experience of working with a wide range of people including senior managers.</p>	<p>Experience of budget management.</p> <p>Experience of developing and implementing a business case.</p> <p>Experience of stakeholder engagement across a range of organisations.</p> <p>Experience of working with elected Councillors.</p>
QUALIFICATIONS	<p>English and Maths GCSE grade A-C or equivalent</p> <p>A Levels or equivalent</p>	<p>Qualified or prepared to undertake Project Management qualification.</p>
SPECIALIST KNOWLEDGE / SKILLS	<p>Research skills.</p> <p>Report writing skills.</p> <p>Effective communication skills both written and orally.</p> <p>Ability to build good working relationships at all levels.</p> <p>Effective time management skills with an ability to prioritise conflicting demands to ensure project prioritisation and delivery.</p>	<p>Ability to maximise improvement through innovation and creativity.</p> <p>Good analytical and decision-making skills.</p>

OFFICIAL

<p>IT SKILLS</p>	<p>Good computer literacy and word processing skills.</p> <p>Excellent skills in office systems (e.g. Word / excel / PowerPoint).</p>	<p>Ability to identify opportunities to improve services through effective use of IT systems.</p>
<p>PERSONAL CHARACTERISTICS</p>	<p>Comfortable working in a fast paced and fluid environment working under pressure.</p> <p>Ability to work proactively when unsupervised or in a team.</p> <p>Committed to demonstrating the Council values.</p>	<p>Ability to influence others tactfully to achieve the objectives.</p>
<p>SPECIAL WORKING CONDITIONS</p>	<p>Flexible and adaptable attitude to work responsibilities, possibly working out of hours on occasion to attend evening meetings.</p>	<p>Able to travel around to locations within the borough of Rushcliffe</p> <p>Full, clean driving licence with car.</p>

PREPARED BY Catherine Evans

DESIGNATION: Head of Economic Growth and Property

DATE: March 2025