

### Role Profile

<b>Job Title:</b>	<b>Project Support Officer</b>
<b>Location:</b>	<b>Barnet Council Offices, Colindale, 2 Bristol Avenue, London, NW9 4EW</b>
<b>Department:</b>	<b>Placemaking Team</b>
<b>Directorate:</b>	<b>Growth</b>
<b>Grade:</b>	<b>Grade I (£42,771 - £46,968)</b>
<b>Type of Working:</b>	<b>Hybrid</b>
<b>Reports to:</b>	<b>Strategic Placemaking Lead</b>

#### 1. Job Purpose:

This is an exciting opportunity to contribute to the future vitality of Barnet's town centres. The post-holder would be supporting delivery of a range of projects across multiple centres that combine economic, social and physical interventions.

In this role, the project support officer will be required to work closely with colleagues in the Placemaking team, other council services, local businesses, community groups and developers.

This is an excellent opportunity to build solid project delivery experience in Placemaking in one of London's largest and most ambitious boroughs.

We are looking for an inspired candidate who is willing to learn and acquire skills to work on innovative Placemaking projects. It is desirable that the candidate has experience of supporting or delivering projects.

#### 2. Key accountabilities:

- The Project Support Officer will be expected to undertake the following.

#### 3. Project planning and delivery

- Supporting the project management of key projects identified in Barnet's town centre improvement programme, public realm improvement projects and other interventions as necessary, in line with our corporate priorities.
- Work with project officers to ensure that projects are delivered on time, to specification and within budget.
- As required, supporting the Strategic Placemaking Lead and Senior Placemaking Officer on town centre & neighbourhoods initiatives.

- Assisting in the production of communications and promotion of the Placemaking teams work.

#### **4. Stakeholder engagement**

- Supporting stakeholder engagement activities with residents, businesses, and others in Barnet town centres & neighbourhoods.
- Supporting and local Town Teams and other town centre voluntary groups in line with Barnet's Placemaking Framework, acting as a central point of contact, responding to queries and signposting enquiries to relevant colleagues.
- Help promoting regeneration and economic development objectives related to town centres in a wide range of forums.

#### **5. Financial Responsibilities:**

- Support Senior Placemaking Officer to produce financial and project reports, feeding into the monitoring of expenditure on Capital Projects and Programmes
- Under the guidance of team, raise invoices new suppliers etc via Oracle financial system
- Adhering to relevant council guidelines and policies, for example for the procurement of services.
- Using data, such as high street data service to better understand the dynamics and needs of town centres.

#### **4. Health and Safety Responsibilities (choose one option):**

Take responsibility for Health & Safety in the workplace, identifying, acting upon and where appropriate escalating any risks

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

#### **5. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

## Caring / Learning to Improve / Inclusive / Collaboration

**6. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

**7. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

**PERSON SPECIFICATION**

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Criteria	Essential/Desirable	Assessed by:
<b>Professional Membership/Qualification</b>		
N/A	Essential/Desirable	Application/Interview
<b>Experience &amp; Knowledge</b>		
You must have 1+ years of proven experience of working on regeneration projects or similar projects	Desirable	Application/Interview
Experience or knowledge of working in placemaking and regeneration or economic development	Desirable	Application/Interview
Have experience working with a diverse range of community groups and organisations to deliver complex projects.	Essential	Application/Interview
Knowledge of budgeting processes such as raising purchase orders, paying invoices, and other related work	Essential	Application/Interview
<b>Skill &amp; Ability</b>		
Have demonstrable proof of exceptional communication skills, including drafting documents, keeping logs in data up to date pin-sharp writing and strong attention to detail	Essential	Application/Interview
Stakeholder engagement and project management skills, able to work with council officers, businesses and communities.	Essential	Application/Interview
Strong interpersonal skills - ability to communicate effectively with council officers, businesses and communities.	Essential	Application/Interview
Strong I.T skills and proficiency in Microsoft, outlook, and related programmes	Essential	Application/Interview
<b>Values &amp; Behaviours (only include those that are relevant to the role, must have at least 1 behaviour per value)</b>		
<b>Caring</b>		

Integrity- I work with candidates and colleagues in a way that builds trust.	Essential/Desirable	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential/Desirable	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential/Desirable	Application/Interview
<b>Learning to Improve</b>		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential/Desirable	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential/Desirable	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential/Desirable	Application/Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential/Desirable	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential/Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential/Desirable	Application/Interview
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential/Desirable	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential/Desirable	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential/Desirable	Application/Interview