

<b>Designation:</b>	<b>Carbon Neutral 2030 (CN2030) Project Officer</b>
<b>Grade:</b>	<b>Stroud 5</b>
<b>Responsible to:</b>	<b>Carbon Neutral 2030 (CN2030) Officer</b>
<b>Service Area:</b>	
<b>Post Number:</b>	

## ESSENTIAL CRITERIA

### QUALIFICATIONS

- Educated to degree level Qualifications that assure good standards of numeracy and literacy.

### EXPERIENCE

- Delivery of projects with budgets in excess of £50k
- Delivery within a cross sector partnership working context
- Coordination of events and meetings

### SKILLS & KNOWLEDGE

- Knowledge and experience of a range of project management tools
- IT literacy (MS Excel, Word, Outlook, Databases and software packages)
- Good written and verbal communication skills
- Understanding of administrative processes and systems
- Ability to write clear inputs to reports
- Ability to interpret information and data
- Good numeracy skills

### PERSONAL ATTRIBUTES

- Ability to manage own work load and deadlines
- Ability to work on a number of projects at any one time and to work to changing priorities.
- Team player, but able to work using own initiative
- Ability to make day to day decisions in line with a scope and to know when to defer to others for advice

### OTHER

- Committed to working for an employer that values diversity and equality of opportunity
- Ability to travel for work purposes when required

## DESIRABLE CRITERIA

### QUALIFICATIONS

- Educated to degree level in relevant subject area or, ability to demonstrate equivalent experience
- Project Management Qualification (APM)

### EXPERIENCE

- Success in securing of funds for low carbon/ sustainable projects
- Delivery of projects in a related field (energy, low carbon, community, sustainability)
- Delivery of multiple projects with budgets in excess of £50k
- Experience of local authority working

## SKILLS & KNOWLEDGE

- Upto date knowledge of the funding scene
- Ability to prepare successful bid applications
- Ability to devise own project management systems
- Ability to coordinate and compile project reporting

## CORE COMPETENCIES

### 1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

### 2. Customer Service

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment to understanding and meeting their needs, inline with policies.

### 3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

### 4. Innovating

You will be able to seek better, more effective ways of delivering services.

### 5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

### 6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.