

Job Description and Person Specification

Job Title:	Project Officer
Location:	Lewes Town Hall, High Street, Lewes, East Sussex BN7 2QS
Grade:	Spinal Column Point range 13 -17: (starting at £28,163 per annum FTE)
Hours:	20 hours per week
Contract:	Part-time, 6 month fixed-term contract
Responsible To:	Deputy Town Clerk

Job Description

Main Purpose of the Role:

The Project Officer will primarily be tasked to review and develop policies and processes in the areas of: HR, Corporate, Data, Facilities, and Communication & Engagement functions for Lewes Town Council.

The role will also involve strategic support to the Town Clerk (and Deputy) to assist with projects that include developing Lewes Town Council's corporate strategy & vision, securing Community Infrastructure Levy (CIL) funding, and coordinating stakeholders for the Neighbourhood Plan.

Key Tasks:

- To review current policies and processes, identifying gaps and to develop a plan for policy and process creation and implementation.
- To conduct research to seek best practice on policies and processes, liaising with stakeholders internally (Town Clerk and councillors) and externally (other town councils and professional bodies).
- To ensure compliance with relevant legislation, policy, practice and procedures.



- To co-ordinate the development and implementation of corresponding policy and process documentation, including a Staff Handbook and a Councillors' Handbook.
 - To maintain systems to plan, track, monitor and report across all policies and process work.
 - To identify and report on possible areas of risk to successful implementation of the policies and process work.
 - To prepare corresponding reports for consideration by relevant committees as appropriate.
 - To attend relevant evening committee meetings to seek approval of policies and process.
 - To work methodically to prioritise work and meet deadlines.
 - To work on other projects as and when required.
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Points to Note:

- The post requires flexibility in terms of time management and may require working evenings to attend meetings as required. This will be compensated for, principally by time off in lieu which will be planned and agreed with the Town Clerk.
 - The post holder will consistently apply the principles of Equal Opportunities, as embodied in the Town Council's policies and practices throughout the duties outlined.
 - To undertake available training opportunities identified through appraisal and supervision and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Town Council services.
 - This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
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Person Specification

Key Skills & Abilities
Essential <ul style="list-style-type: none">• Excellent communication skills, both verbally and in writing, to a range of audiences including councillors, voluntary and local community groups, third party contractors and colleagues• Ability to effectively organise own workload and meet tight deadlines, managing changing and conflicting demands



- Use your own initiative and work independently
- Ability to undertake a diverse workload
- Ability to respond positively and proactively to unexpected problems and situations
- Good presentation skills
- Good numeracy and literacy skills

Education & Qualifications

Essential

- 3 GCSE's Grade A - C or equivalent (including English and Maths)

Desirable

- Project Management qualification

Knowledge

Essential

- Proficient ICT skills
- Excellent Microsoft Office 365 working knowledge (Outlook, Word, Excel, PowerPoint)
- Ability to learn new software packages as required (e.g. Rialtas)

Desirable

- Knowledge of Lewes
- Knowledge of Town/Parish Council sector
- Understanding of the differing levels and responsibilities of local authorities

Previous Experience

Essential

- Working knowledge of project management methods
- Understanding of policies and processes required in a Town Council
- A busy office environment

Desirable

- Working in a political / public-sector environment
- Working for a Town/Parish Council



Personal Attributes

Essential

- Proactive Team Player
- Good interpersonal skills
- Professionalism in representing the council to members, colleagues, other organisations and the public
- Maintaining confidentiality and discretion when required
- Willingness to take on a range of tasks as required
- Flexible and self-motivated approach to work
- Positive approach to problem solving
- Diplomatic and assertive

Desirable

- A demonstrable interest in the town of Lewes either past or present

Other

Essential

- Ability and willingness to work evenings
- Flexible to changed working hours when needed