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| **Job Title:** | **Project Manager** |
| **Spinal Point Range:** | **SCP 21-24**  **Pro Rota** |
| **Hours of Work:** | **30 hrs per week (part time)** |
| **Location:** | **Council Offices, Peel Street, Houghton Regis**  **Hybrid working may be offered** |
| **Job Summary:** | **To co-ordinate the continued delivery of established council projects and initiatives;**  **To co-ordinate the development and implementation of emerging council projects.** |
| **Responsible to:** | **Head of Environmental & Community Services** |
| **Responsible for:** | **None** |
| **Committee Responsibility** | **CCWG** |

**Key Areas of Responsibility**

* To manage the continued delivery of established council projects and initiatives;
* To co-ordinate the development and implementation of emerging council projects and initiatives;
* To co-ordinate the development and implementation of the Council’s strategic development plan/s as relevant to the role

**Specific Duties & Responsibilities**

**Legal & Statutory Compliance**

# To support the Head of Environmental and Community Services in advising on the legal, statutory and other provisions governing or affecting the environmental and community matters having an impact on the Council

**Policy Development & Compliance**

* To advise and assist with the preparation of the strategic development plan as relevant to the position

**Corporate Management**

* As relevant to the position, to monitor activities to ensure that the aspirations of the council are achieved

**Democratic Services**

* To Clerk relevant working / steering group meetings including preparation of agendas, officer confirmation of draft minutes and implementation of actions arising
* To contribute to the preparation of agenda reports and implementation of actions arising for Committees and Sub Committees
* To develop and implement arising projects and initiatives
* To provide guidance to staff on relevant matters as required

**Projects & Initiatives**

* To co-ordinate the continued delivery of established council projects and initiatives, including
* To co-ordinate annual Christmas lights display including upkeep, replacement and any extension of the scheme
* To co-ordinate the councils community safety initiatives
* To oversee community services contracts including but not restricted to community policing, public toilet cleaning, Christmas lights, bulk waste removal, redeployable CCTV cameras
* To co-ordinate the development and implementation of emerging council projects and initiatives as arising;
* To co-ordinate the development and implementation of the Council’s strategic development plan/s
* To co-ordinate council lettings including sports lettings, venue hires, premises hires, circus & fair visits
* Arrange for council noticeboards to be kept relevant and up to date

**Health & Safety Management, Administration & Compliance**

* To work within the Council's health and safety requirements
* To personally follow the requirements of the Health & Safety at Work Policy of the Town Council

**Communication & Marketing**

* To produce draft articles on projects and initiatives for publication through the Town Council’s newsletter, social media and website

**Administration**

* To meet & liaise with councillors, community groups, statutory agencies, outside organisations, contractors and public as applicable to the role

**Other**

* To assist with providing staff cover within the scope of the role
* To maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information
* To assist with reception duties as required (office staff)
* To support council events as required
* Some evening and weekend work may be required
* Such other duties within the range and scope of the job as may be required from time to time.

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**Employment Provisions**

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| Terms and Conditions | NJC for Local Government Services |
| Benefits | The post is eligible to join the Superannuation Local Government Scheme |
| Annual leave  Pro-rata | 23 days annual leave, plus 3 additional days after 5 years LG service  Public Bank Holidays,  2 additional statutory days |
| Working hours | 30 hours per week |
| Key holder | Yes – Office |
| Call out | No |
| First aider | Discretionary |
| Car allowance | Casual car user |

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| This is a description of the job as it is at present constituted. It is the practice of this Council to periodically examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management in consultation with the employee conducts this procedure. It is the Council’s aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you. | |
| Name of Postholder: |  |
| Signature of Postholder: |  |
| Date: |  |
| Signature of Town Clerk: |  |
| Date: |  |