



Job description

Job title:	Waste & Environmental Services Project Officer
Grade:	Band 9
Directorate:	Housing and Communities
Reports to:	Waste & Environmental Services Manager

Purpose of the job

To be responsible for the day-to-day management of allocated projects across the Waste & Environmental Services function, initially focusing on the implementation of a food waste collection service to households across the borough of Melton. This will cover all aspects of the project lifecycle including, but not limited to, planning, financial, risk, issue, resource and quality management to ensure projects deliver on their expected outcomes and benefits.

To work with and support the Waste and Environmental Services Manager to plan and deliver the longer-term Leicestershire Resources and Waste Strategy for Melton Borough Council.

To work with key stakeholders to develop and deliver innovations that lead to behaviour and cultural change within the household community, increasing the rate of recycling and reducing residual waste.

With no line management responsibility this role entails working with colleagues across the organisation, key partners and stakeholders to engage them with key projects and to utilise their resource and expertise when appropriate.

Main areas of responsibility

Working with the Waste & Environmental Services manager, support the implementation of a range of service-wide projects in accordance with the Council's project management framework.

Using appropriate project management methodology and practices ensure the effective delivery of all workstreams within the project. Through day-to-day management, assess, monitor and manage, activities, budget, dependencies, risks and issues and resources. Making adjustments to project plans as required, measuring project performance to identify areas for improvement.

Where changes to the delivery of the project are required, follow the appropriate change control procedures to ensure the change is fully impacted and an informed decision has been made.

Ensure effective communication plans are in place for each project and that all stakeholders are kept informed throughout the project lifecycle as required. Work with communications leads to ensure these are engaging, reach the relevant audience and add value to the overall project success.

Undertake in-depth external and internal research to inform and develop business cases and funding applications, including financials resource requirement to support the development of project plans which deliver on key service objectives.

Once implemented, ensure projects are appropriately closed down and an effective handover to business-as-usual takes place, including an evaluation of project success, feeding back the outcomes and any lessons learned.

Produce and present reports covering the status of projects, identify risks, issues and change requests. These may include but are not limited to highlight reporting through the Council's project governance structure.

As the project officer, you will be required to lead on multiple complex projects and as such should be able to manage and deliver on a number of projects concurrently.

Maintain and develop the project framework and toolkit, electronic information systems and filing structures using corporate systems.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.



Person specification

A formal qualification in project management or significant relevant equivalent experience.

Knowledge and experience of working within a waste or environmental background would be advantageous, though not essential.

Demonstratable experience of managing projects in a complex environment to achieve excellent outcomes.

Demonstratable experience and competence in supporting financial/budget management of projects.

Experience in the development of detailed and complex business cases.

Experience of management across a full project lifecycle.

Excellent communication skills, both oral and written with the ability to advise and influence senior officers, members and stakeholders.

Working knowledge of local government project governance requirements, or the demonstrated ability to rapidly acquire and use this knowledge.

Competent in the use of Microsoft Office applications, and confident in the use of bespoke systems and software packages including but not limited to Microsoft Teams, SharePoint and Microsoft Project.

Demonstrable experience of providing management information reports to support project outcomes and milestone delivery.

Developed communication and inter-personal skills and ability to develop effective working relationships with both internal and external stakeholders.

Flexible attitude with the ability to work under pressure whilst prioritising workloads and working to strict deadlines to meet the outputs of the team.

Confident working both in a team and independently with the ability to use own judgement when determining actions to take and when to escalate issues.