

Post Specification

Post Specification - Key Information

- **Post Title: Project Officer – Fleet Services**
- **Date: April 2025**
- **Post Group Number: 8549**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS11**
- **Final Grade: Grade 11**

To be read in conjunction with the job family role profile.

Service Area Description

Fleet Services Team, Resources Directorate.

Purpose of this Post

To ensure the planning, management, delivery, monitoring and support of fleet related specific programmes and projects in order for the Council to deliver the functions of its Fleet Services Team.

To take responsibility for identified areas of service development within the Fleet Services Team in order to improve the provision for internal and external customers.

To take the lead in the delivery and implementation fleet related projects and programmes.

Key Job Specific Accountabilities

1. To lead on the development and implementation of a wide range of complex internal and external projects and programmes including consultation with stakeholders, developing plans, monitoring progress, evaluating impact and making recommendations for improvement.
2. Allocate, monitor and manage activities as required to ensure effective and timely project delivery.
3. To maintain an oversight of all risks associated with delivery of projects and programmes.
4. Work collaboratively with colleagues and external stakeholders to plan and deliver projects and programmes.
5. To provide support and line management of identified staff and provide additional guidance and task management of identified staff as required by projects and programmes.
6. Ensure that national best practice and statutory/regulatory requirements are implemented where required.
7. Use technical skills to prepare and monitor projects and programmes funding including providing returns to internal and external organisations.

8. Maintain an excellent knowledge of, and ensure compliance with, the Council's internal governance procedures including procurement legislation.
9. To prepare briefing notes, discussion documents, consultation and formal reports as required.

Key Facts and Figures of the Post

- **Budget Responsibilities:** Monitor project and programme spend including the provision of returns for internal and external governance requirements. Ensure robust financial processing is in place for dissemination of projects and programmes funding.
- **Staff Management Responsibilities:** None.
- **Other:** To undertake such other duties and responsibilities commensurate with the grading and nature of the post. To take reasonable care for your own health and safety.

Essential Criteria

- **Qualifications:** Level 5 qualification and/or equivalent relevant knowledge and experience. Evidence of continuing professional development.
- **Knowledge:** Breadth and depth of knowledge of public, private and third sector organisations. Knowledge of fleet and local authority governance legislation.
- **Experience:** Successful experience of coordination, planning and management of complex projects.
A track record of delivering service improvements and reducing service costs. Experience of working within a political framework.
- **Expertise:** Ability to work on own initiative and to work as part of a team. Ability to work under pressure and to effectively manage competing priorities and deadlines. Ability to analyse and interpret information, undertake research and make recommendations. High level of communication skills and the ability to write clear, concise and coherent reports. Ability to set and manage a budget. Ability to use IT including spreadsheets to present and analyse information. Customer focussed approach and commitment to excellent customer service. Commitment to equal opportunities.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimal.
- **Physical Demands:** Minimal.
- **Working Conditions:** Agile working.

Other Factors: To model and display the corporate standards of behaviour. Ability to travel throughout Westmorland and Furness.