

Post Title:	Project Support Officer (LUF)
Grade:	6
Section:	Planning and Regeneration
Responsible To:	Programme Manager – Levelling Up
Date Prepared:	November 2023

Job Purpose and Work Objectives

The purpose of this role is to provide administrative and business support to the Levelling Up and UKSPF Teams, working flexibly to meet the requirements of the team.

Service Specific Responsibilities

- Deliver general administrative support to the Levelling Up and UKSPF Teams using a variety of systems.
- Responsibly for dealing with correspondence and ensure effective communication and information flow between internal and external stakeholders.
- Support the financial aspects of the role by liaising with debtors, raising and receiving invoices.
- Assist with record keeping of finance matters.
- Organise, attend and take minutes at meetings.
- Carry out filing duties and develop and maintain effective office systems for the service area.
- Obtain and record data for key performance monitoring, managing and bench marking.
- Assist with any monitoring returns.
- Assist with consultation, including organising stakeholder events and meetings.
- To assist with keeping project paperwork up to date and pulling together the relevant information and actions to enable effective reporting.
- Organise and help to run Council events in conjunctions with other officers.

- Assist with publicity and other relevant paperwork for the service area.
- Operate at all times with a high level of tact and diplomacy and maintain strict confidentiality.
- Take ownership of work and ensure deadlines are met.
- Respond to customer enquiries within a timely manner ensuring an excellent customer service is delivered.
- Attend occasional evening and weekend meetings.

Generic Competencies

The post holder is required to be proficient in all areas within Level Two and Three of the Council’s Competency Framework.

Understanding and Promoting Core Values and Behaviours

In fulfilment of the role, the post holder will be expected to be aware of, take account of and demonstrate the Council’s agreed core values and behaviours.

Working corporately and with partners.

Where necessary, to assist and actively contribute to the development and delivery of corporate or partnership projects/initiatives.

Consistent approach - working to the agreed codes of practice.

Where applicable, the post holder will be required to work in line with agreed Codes of Practice

Health and safety, regulatory and legal

- To understand the legal and regulatory framework in which the role will operate and work within it.
- To give due consideration to health and safety in the carrying out of duties.

Signed: _____ Dated: _____



If you require this Job Description in another format eg large print, please contact Customer Services on 01427 676676, by email customer.relations@west-lindsey.gov.uk or by asking any of the Customer Services staff.

Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions

of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.

Management has the right to vary the duties after consultation with you.