**Job and Person Profile (JPP)**

**This is the role you will aspire to during your apprenticeship**

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| **Job details** |
| **Job title** | Project Support Officer |
| **Job Reference** | 20301 |
| **Grade and Salary** | 4This role includes performance related pay progression |
| **Service and Team** | Growth, Highways and Infrastructure – Environment Strategy |
| **Location** | Endeavour House, 8 Russell Road, Ipswich IP1 2BX – hybrid working |
| **Hours per week** | 37 |
| **Status** | **Fixed Term or Secondment up to 2 years** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To support the efficient delivery of projects on behalf of the Suffolk Climate Change Partnership (SCCP), including a comprehensive range of administrative duties.

To work with the Suffolk Climate Action Team to support the delivery of projects and behaviour change campaigns to businesses, communities, schools and residents as required.

The post will play a key role in assisting Suffolk’s Councils work towards a Net Zero Suffolk.

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| **About the team**  |

The role supports the members of the SCCP, which includes all Suffolk’s Local Authorities as well as other organisations working locally and is hosted within Suffolk County Council’s Environment Strategy Team. This is a dynamic group of professionals committed to delivering low carbon measures within homes and business premises, supporting Suffolk’s communities to benefit from the transition to a low carbon economy and ensuring growth in Suffolk is inclusive.

The team works in a flexible way and embraces remote working where this improves efficiency in the delivery of our shared objectives.

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| **What you will be expected to deliver in the role** |

This post is a key support role for the Suffolk Climate Change Partnership, providing support on a variety of projects and administration, including financial and project activity record keeping. In addition, the post holder will be required to work closely with partners and stakeholders providing practical support in the setting-up and delivery of public events and activities.

You’ll work in a varied and rewarding role, supporting the Suffolk Climate Action Team to deliver projects to Suffolk’s communities, residents, schools and businesses, in response to the Suffolk Climate Emergency Plan. This will include community energy projects, sustainable schools and providing administrative support*.*

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Level 3/4 qualification in a relevant area such as Environmental Science or Business Administration or relevant experience

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Demonstrable experience in a range of office and financial procedures.
2. Ability to plan and organise own workload, taking responsibility for delivery of tasks.
3. Where appropriate, support colleagues in managing their workloads.
4. Accurate note taking and minute taking skills.
5. Proven experience of supporting a range of multi-partner projects
6. Good knowledge of relevant office IT and software (e.g. Word, Excel, PowerPoint).
7. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
8. Willingness to learn relevant procedures and systems.
9. Good verbal and written communications skills.
10. Professional and polite when dealing with colleagues and customers. Provides accurate, timely advice, resolving queries and solving problems.
11. Works effectively as a member of a small team, supporting team members and demonstrating a flexible approach.
12. Interest in environment issues
13. The ability to engage with diverse audiences and act as an ambassador for the Partnership.
14. Ability to remain calm in stressful situations
15. Demonstrates a positive attitude, commitment and enthusiasm.
16. The ability to work under pressure on several different projects and achieve deadlines
17. Ability to share the vision for the wider team and to engage people in working together to deliver against the vision
18. Willing to work occasional unsocial hours at weekends and/or evenings for which Time Off In Lieu will be given.

**Additional requirements**

1. Occasional travel across the county to attend meetings is required

**It would also be desirable to have**

1. Experience of P2P and Oracle financial management systems is desirable but not essential.
2. Experience in the delivery of external communications (e.g. newsletters, websites, social media) would be desirable.
3. Experience of working with Councillors would be desirable.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

* **Frequent Travel Desirable** - You may need to operate across a wide and rural area, so it would be beneficial for you to either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://www.careers.suffolk.gov.uk/) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://www.careers.suffolk.gov.uk/) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.