

## Job Description - Project Officer (PB5)

### Job summary

As Project Officer, you will support the development and delivery of district projects with a particular focus on recreation projects. The Project Officer works closely with district and national staff. The role will cover projects across the district and report to the Programme Manager.

Location is ideally Cannock or Delamere but willing to consider any Forestry England office in Central District. This is an exciting opportunity to support on a variety of projects across the district and develop project management skills.

### Key responsibilities & accountabilities

- gathering and analysing relevant data in order to assess options and present recommendations which will inform project pipelines and business cases - examples may include:
  - SWOT analyses for multiple sites where there may be future recreation/commercial opportunities
  - organising the collection of car parking data to support business cases
  - gathering information to support external funding bids
- providing project management support on larger schemes including managing and maintaining project systems e.g., action logs, dashboards, claims & reporting processes
- providing project management of smaller projects including multi-discipline projects, in line with Forestry England guidance - this will include:
  - building a project team
  - understanding the scope
  - completing procurement exercises
  - developing programmes/ timescales
  - monitoring budgets
  - monitoring and reporting on objectives
- liaising and maintain good working relationships with colleagues locally and across Forestry England to gain understanding and sharing knowledge to obtain improvement/efficiency
- supporting the preparation of business cases in line with the Forestry England Business case guidance

And any other tasks, reasonably requested by your line manager.

### Skills, knowledge & experience

### Essential professional and technical experience

- prioritise their workload to meet the flexible needs of multiple projects
- engage confidently (with internal and external partners), drawing the team together to achieve results
- confident to challenge and hold others to account, regardless of position or grade, to help ensure progress is maintained
- write clear and accurate papers/agendas/meeting minutes etc
- managing finances
- skills that would be applicable to project management
- working with a range of stakeholders and contractors
- experience of procurement exercises
- competent computer skills and use of MS desktop software including Word, Excel and Outlook

### Desirable professional and technical experience

- an understanding of Forestry England recreation facilities and offer

## Qualifications

### Desirable

- Project Management (APM or Prince 2) or related qualification

