

MALDON DISTRICT  
COUNCIL

Princes Road  
Maldon  
Essex CM9 5DL

[www.maldon.gov.uk](http://www.maldon.gov.uk)



# Community Grants Officer

**(SR2404)**

**Maldon District Council**  
**Job Description: SR2404**

<b>Job Title</b>	<b>Community Grants Officer</b>
<b>Service Area</b>	<b>Strategy &amp; Resources Directorate</b>
<b>Grade</b>	<b>E SCP 17-20</b>
<b>Job Reference</b>	<b>SR2404</b>

<b>Reporting to</b>	<b>Responsible for</b>
Lead Specialist Prosperity	Support and co-ordination of projects & programmes. The post holder may on occasions be responsible for liaising with external consultants/advisors that are supporting a project over-arching goal

<b>Team Purpose</b>
Ensuring effective, timely and compliant ways of working that enables the organisation to deliver corporate outcomes and benefits and lead strategic planning through to action.

<b>Role Purpose</b>
<p>To support Strategy, Partnership and Communities managers in the development &amp; delivery of projects &amp; programmes across a wide range of council services.</p> <p>This role will support managers to ensure project objectives are clearly defined and can be delivered within agreed timelines and budget.</p> <p>The role will ensure high standards of project governance and record keeping are adopted &amp; tailored to differing local needs, working closely with stakeholders in a project environment, supporting the team in ensuring project infrastructure is in place with governance and assurance processes.</p>



**Key Accountabilities**

- Responsible for supporting a range of projects, which contributes to Maldon District Council’s strategic aims and objectives
- To support in the delivery of agreed project outcomes and benefits within time and cost constraints.
- Supports aspects of organising and supporting the project team
- Supports the development of robust business cases, ensuring expertise and specialist knowledge has contributed to the development of the project deliverables to the organisation's expectations
- Supports the monitoring of the project progress, highlighting any concerns to the Strategy, Partnerships and Communications managers.
- Set out resource requirements to be prioritised and consult with the Strategy, Partnerships and Communications managers.
- Supporting tasks to ensure benefits are realised & including metrics required to monitor impact.
- Supporting the management of the project plan to ensure the outcomes are achieved.
- Working alongside Strategy, Partnerships and Communications managers and key stakeholders to ensure project risks and issues are identified and escalated as appropriate.
- Supports in the effective governance and assurance framework for identified projects, ensuring regular reporting on progress through pro-active engagement with project sponsors
- Work collaboratively with internal stakeholder relationships together with external partners
- Accurately update all relevant information systems, both customer and back office ensuring that the "golden customer record" is maintained through verification and validation and in accordance with Data Protection principles.
- Providing internal and external advice. Developing and maintaining relationships with stakeholders and partners.
- Assist and support in preparation of reports to council committees or other internal or external meetings as required.

**Ways of Working**

**Collaborative working**

Demonstrate self-awareness and an understanding of the values of others to build effective working relationships.

Working collaboratively across teams to provide a seamless service to customers and managing key relationships with customers across the council and other stakeholders as appropriate.

**Customer Service**

Work closely with colleagues and stakeholders to support, commission and develop or improve customer service and highlight opportunities for empowering customers further.

**Supporting corporate projects**

Monitor and report progress on the delivery of the Corporate Plan and relevant projects



<b>Ways of Working</b>	
	Contributing to strategy, performance and quality control and service / financial planning, supported by Project Manager(s).
<b>Performance</b>	Contribute to the development of performance and quality control KPI's.
<b>Budget management</b>	Ensure the service budget is managed in accordance with legislation, Council policy and good practice, enabling best value for money for the Council.

**Person Specification**

<b>Qualifications</b>
Evidence of continuing professional development and expert knowledge in relevant professional area.  Association of Project Management (APM) Practitioner and/or Prince 2 qualified is desirable but not essential.

<b>Knowledge, Skills and Experience</b>
<p><b>Knowledge</b>            Confident using technology and Microsoft applications (e.g. Office 365, Word, Excel, PowerPoint).             Excellent understanding of services across the council and a good knowledge of the terminology and acronyms used by the services.</p> <p><b>Experience</b>            Experience of working within, or excellent knowledge of, the public sector is desirable.             Experience of having supported projects and/or working within a project management office environment             Experience of working with a range of stakeholders to support the management of project budgets</p> <p><b>Skills and ability</b>            Well organised with the ability to work effectively under pressure, prioritise and meet deadlines             Ability to identify risks and manage competing priorities for self and team</p>



Special Requirements	
<b>Emergency Planning</b>	A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.
<b>Election Duties</b>	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.
<b>Political Restrictions</b>	This role is not politically restricted.
<b>Disclosure Barring Scheme</b>	This role does not require a DBS.

<b>Standard Terms</b>	<ol style="list-style-type: none"> <li>1. To comply with appropriate legislation, service and Council policies.</li> <li>2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy and Procedures.</li> <li>3. To support and be committed to the Councils' policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment.</li> <li>4. To support the Councils Equalities and Diversity Policies.</li> <li>5. To operate within the Councils IT Policies and Data Protection rules and regulations.</li> <li>6. To operate within the Council's Financial Regulations.</li> <li>7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines.</li> <li>8. To participate in internal committees and departmental working parties to ensure continuous improvement as required.</li> <li>9. Any other reasonable duties as may be required from time to time</li> </ol>
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### Competency Framework

Central to the delivery of the role are the Council's values and behaviours and all employees are expected to work within the Council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

<b>Maldon behaviours [competencies]:</b> see the Framework in the Performance Review Toolkit for a full list behavioural indicators	
Core Competencies - All Workforce	
<b>Communicating</b>	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.



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<b>Managing and Leading People</b>	Providing direction and support to those we work with to ensure service excellence.
<b>Customer Focus</b>	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
<b>Planning and Managing Work</b>	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
<b>Analysis and Problem Solving</b>	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
<b>Initiative and Decision Making</b>	Taking the right action, based on what we know and being responsible for what happens.
<b>Developing Self</b>	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the post holder.

This job description will be subject to regular review and the Council reserves the right to amend or add to the details.

**Key Policies**

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with Health and Safety Policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the Council has to deal with the results of a civil emergency.

