

Job Title: Senior Project Officer (Arfor)

Post Number: NEW

Service / Section: Regulation and Economic Development / Regeneration Function

Grade: 6

Overall Job Purpose:

To support projects to address the Island's well-being needs and issues (from an economic, social, environmental, and cultural perspective) to deliver tangible benefits for local people and communities from the Arfor Programme.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy; policies and procedures (e.g. EU Procurement and the Council's Financial Regulations; Data Protection Act; Freedom of Information; Equalities Act 2010; Welsh Language Standards).*

Main Duties / Responsibilities:

1. Lead on developing and supporting eligible projects as part of 'Anglesey County Council's' (the Council) response to, and participation in the Arfor Programme.
2. Lead on considering and supporting eligible projects to support the Council's ambitions to improve the local economy and support the Welsh language, to deliver benefits in terms of employment and regeneration, sustainable tourism, the health and well-being of residents, and the sustainability and vitality of local communities and the use of the Welsh language,
3. Ensure projects support an improvement in the Island's well-being, including a focus on job creation and skills development to help address underlying socio-economic inequalities as well as supporting the Council's and Welsh Government aims and policies for the Welsh language and Welsh language communities
4. Prepare and maintain a master list of Arfor enquiries, applications and projects to ensure they align and are complementary where required, and that the full scope of potential external funding opportunities are capitalised upon.

5. Review project Business Plans and funding applications to ensure they are suitable to secure external funding from Arfor, or other relevant sources (including UK and Welsh Government, Big Lottery, NDA etc.).
6. Develop strong working relationships with relevant public, private, community and voluntary organisations, including relevant business support and Welsh language support providers
7. Prepare and present regular progress reports to Senior Officers within the Council and the regional programme office for Arfor.
8. Develop and maintain project management tools and techniques to ensure robustness of project development and grant processes.
9. Understand public sector grant funding and experience of projects carried out within those funding constraints.
10. Formulate concepts, and undertake research, options appraisals and associated project development, reviews, and support activities to maximise the potential benefits to the county from Arfor and related funding.
11. Advise and assist external organisations including private businesses and social enterprises or signpost them to other sources of support
12. Procure and administer external expertise to support the development and delivery of priority projects and activities and grant work as and when required.
13. Complete performance management requirements to the necessary quality and deadlines.
14. Represent the Service at relevant internal and external meetings, including Arfor regional meetings and grant panels.
15. Establishing and maintaining strong working relationships with internal and external partner, including Elected Members, businesses, community enterprises and other key stakeholders including consultants, suppliers, regulators and media.
16. Deputise for the Regeneration Manager as required.
17. The post-holder may be required to carry out any other responsibilities as appropriate with the nature of the post and its grade.

Person Specification:

**Essential (E)
Desirable (D)**

Education and Training

The minimum educational requirements/professional or vocational qualifications for the post:

1. Degree or equivalent level qualification. 2. Postgraduate qualification eg . MA or MSc 3. Project Management, Financial Management or Business qualification. Any specific training required for the post including Certification: n/a	E D D
<u>Key Competence Requirements</u> Job related knowledge: 1. Knowledge of grant procedures and issues. 2. Knowledge of economic development and/or Welsh language policy and public interventions. 3. Knowledge and practical experience of project and performance management methods and practices. 4. Knowledge of public sector procurement processes and protocols. 5. Knowledge and practical experience of project development methods and techniques. 6. Knowledge of budget setting, monitoring and reporting. 7. Knowledge of risk management and mitigation. 8. Knowledge of small business support methods and techniques. Specific skills: 1. Excellent verbal and written communication skills in both Welsh and English. 2. Proven track record of delivering outcomes to time and budget. 3. Delivering objectives in a complex, dynamic and challenging environment. 4. Ability to establish and maintain effective working relationships internally and with external stakeholders. 5. Understand the public sector and how it supports economic development and the Welsh language. 6. Ability to analyse complex information, situations, and issues. 7. Ability to maintain effective records for monitoring and evaluation purposes. 8. Ability to communicate effectively with external organisations, stakeholders, and the public. 9. Detailed understating of the public sector and the interrelationships between different Council Services. 10. Ability to deal effectively with business and enterprise support enquiries.	E E E E E D D E E E E E E E D D
<u>Personal Attributes</u> Personal values and characteristics which should be demonstrated in performing the duties of the post: 1. Give a good example to others by being proactive, honest and consistent. 2. Ensure compliance with professional standards. 3. Excellent verbal and written communciation skills.	E E E

4. Ability to work under pressure to meet deadlines and targets.	E
5. Possess relevant competencies, professionalism and integrity to not only deal with complex energy matters relevant to the Isle of Anglesey but also on a National basis.	E
6. Excellent, communication, engagement, negotiation and advocacy skills.	E
7. Ability to adapt to change.	E
8. Ability to work in a team and form productive, supportive and professional relationships.	E
9. A positive attitude towards personal development.	E
10. Flexible approach to working hours.	E
11. Full driving licence and access to a vehicle which can be used for work purposes.	E

Language Requirements:

Welsh Language Skills (Please see the skills framework attached)						
Listening (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)		Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
English Language Skills (Please see the skills framework attached)						
Listening (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Reading (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Speaking (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>
Writing (Tick One)	Level 0 <input type="checkbox"/>	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>	Level 4 <input type="checkbox"/>	Level 5 <input checked="" type="checkbox"/>

Position in the Organisation:

Reports to: Regeneration Manager

Staff Supervised: External consultants

Note: the number, scope and responsibilities of staff supervised via external funding is fluid and will change as new agreements are approved and existing agreements end.

Working Arrangements and Conditions:

Working Week: Any 5 out of 7 Monday – Sunday

Contracted Hours: 37

Identified Work Base: Llangefni. You may, however, be required or permitted to work anywhere within the Council's area on a permanent or temporary basis without additional time or payment for doing so.

The Isle of Anglesey County Council are currently piloting a post-Covid Hybrid Model of working for most office based roles, which means you have the opportunity to combine working within an office environment alongside working from home.

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: March 2023

Language Skills - Workplace Assessment Levels

(i) Listening:

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading:

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking:

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to complete written work without the need for revision