

Job Description

Service:	Policy, Performance and Emergency Planning
Job title:	Project and Policy Officer
Grade:	F
Hours of work:	37 – Full-time
Responsible to:	Head of Policy, Performance and Emergency Planning
Responsible for:	
Direct reports:	1
Indirect reports:	0
Budget:	N/A

Purpose of Post:

The Project and Policy Officer will play a crucial role in developing the future of Huntingdonshire. You will oversee the delivery of key Huntingdonshire Futures projects, alongside supporting Local Government Reorganisation (LGR), influencing the long-term future of Huntingdonshire.

You will manage and support projects, and take on tasks as needed to deliver, working alongside other officers across the council. You will ensure that organisational goals align with government direction while advocating for the best interests of the community as local government reorganisation is implemented.

You will ensure Huntingdonshire Futures is recognised throughout the Council and the LGR process as something that Huntingdonshire District Council (HDC) is committed to, and that the people of Huntingdonshire want to see delivered.

You will also line manage the Place Strategy Support Officer, who administers the Huntingdonshire Futures grant scheme and provides project support.

Key responsibilities and skills:

- Manage various projects relating to Huntingdonshire Futures and LGR, including the Huntingdonshire Futures grant scheme.
- Flexibility to work across multiple emerging pieces of work, workstreams and changing priorities related to local government reorganisation.
- Manage and coordinate actions and activities, assessing progress and ensuring activity is reported against milestones and budget. Compile progress reports and updates as needed.
- Research to inform policy development, advising on options and monitoring legislative and governmental changes.
- Create and maintain project documentation, and manage risks and issues, escalating as needed.
- Prepare reports and presentations, researching and collecting relevant data and information, highlighting key findings, outcomes, and recommendations for improvement to help evaluate progress and impact delivery.
- Develop research to prepare HDC for LGR with minimal service impact.
- Support the Place Strategy Support Officer in overseeing communications related to Huntingdonshire Futures.
- Work across the Council, external organisations and stakeholders, ensuring transparent and effective collaboration and communication.
- Develop partnership working approaches including LGR.

Knowledge and Qualifications	Essential <ul style="list-style-type: none"> • Degree or equivalent • Knowledge of project management • Knowledge of stakeholder engagement • Knowledge of current public policy issues Desirable <ul style="list-style-type: none"> • Knowledge of public sector • Project management qualification
Experience	Essential <ul style="list-style-type: none"> • Managing, leading and supporting projects • Preparing written and verbal communication, documentation and reports for a variety of audiences • Working independently, using initiative • Prioritising and managing multiple activities and work simultaneously Desirable <ul style="list-style-type: none"> • Line management experience

	<ul style="list-style-type: none"> • Working in a political environment • Working in local government or similar
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none"> • Excellent communications and interpersonal skills, with the ability to engage and persuade at all levels • Ability to work across teams and services confidently • Strong organisational skills and attention to detail. Ability to manage multiple tasks and projects to deadlines • Digital skills including Microsoft Office • Strong critical thinking, able to interpret and analyse data, legislation, and policy impacts presenting recommendations at their discretion with support from technical officers
Decision Making and Impact on Others	<p>Their work will directly influence the effectiveness and efficiency of policy decisions, ultimately affecting public services and community outcomes.</p> <p>Their work will directly affect the outcomes of projects they are managing or supporting, some of which will be high-profile.</p>
Communication with Internal and External Customers	<p>Direct communication across the council and other public sector organisations, at all levels.</p> <p>Representing the council and projects internally and externally.</p> <p>Some work with consultants, stakeholders and partners.</p> <p>Some contact with the public through engagement, consultation and information provision.</p> <p>Internal customer contact: 70%</p> <p>External customer contact: 30%</p>
Personal Attributes and Other Requirements	<p>Essential</p> <ul style="list-style-type: none"> • Be a good team worker demonstrating loyalty and commitment to the organisation and team members • Willing to travel across the District and within Cambridgeshire and Peterborough on occasion • Willing to occasionally work unsocial hours
HDC values	<p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p>



The icare logo features a circular arrangement of five stylized human figures in blue, green, yellow, and red, with the word 'icare' in black lowercase letters below it.	<p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
---	---

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council/3C ICT is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.