ADDITIONAL INFORMATION ON THE PROJECTS OFFICER ROLE

THE ROLE

Nottinghamshire is a place of legend, famous for its history and unique heritage. It is a place of ambition, where people are industrious, pioneering and creative. It is a place where business thrives, creating opportunities and prosperity.

We have a fourfold vision for Nottinghamshire – to make it a great place to raise a family; to build a future; to enjoy later life and to start and grow a business. Nottinghamshire is at the heart of the Midlands Engine, is central to the D2N2 Local Enterprise Partnership and home to the East Midlands Hub Station for High Speed 2. Nottinghamshire ranks first in the East Midlands for superfast and fibre broadband coverage.

Nottinghamshire is already at the forefront of the latest technology, bringing together some of the best academic minds, 3D creators and experts in 5G. In February 2020, the UK government, under its 5G Create programme, awarded a £10 million investment to bring the stories associated with Robin Hood and the ancient woodland of Sherwood Forest to life in a new way. We're the best digitally connected county in the East Midlands. 98.2% of the county is covered by a network capable of delivering superfast speeds and with your help, we will move the availability of gigabit speeds from its current coverage of 12.16%.

Successful candidate will play a key role in the development and progress of the digital connectivity projects in Nottinghamshire. You will know how to communicate with a broad range of stakeholders and be confident in developing and delivering effective presentations and written communications to partners. You will have excellent interpersonal skills and an ability to develop effective networks and collaborative working relationships across Council teams, government departments and private sector organisations.

You will effectively prioritise a variety of workloads and use your experience of project co-ordination, delivery and communication to ensure tight deadlines are met. You will regularly communicate and collaborate with internal and external stakeholders including managers, employees, councillors, partnership agencies and the general public as required to ensure the effective delivery of projects.

No two days will be the same. You will be at the heart of transformational projects, proactively nurturing effective and supportive project delivery. This includes analysing and interpreting complex deployment data relating to the contracts, liaising with the providers to assist smooth deployment progress, and assuring deployment activity according to the agreed milestones. Furthermore co-ordination, collation and analysis of complex financial and network deployment information, producing insight, analysis and reporting and ensuring records are complete and sound to support audit requirements. The role will also be responsible from maintaining the project risk register.

The role is based in our West Bridgford Headquarters. Nottingham Train Station is a 20-minute walk away. There is onsite parking and pool vehicles (cars and vans) available for work-related journeys. Nearby, there are several dining and retail options and world-famous sporting venues. You'll be part of a team within the Place Department's Growth and Investment Division which supports our 817,000 resident's and 31,000 business's needs.

This role will involve some travel, mainly within the County. The usual working hours are 37 per week, but there may be occasion for out of hours working when visits are arranged to suit parish and town council meetings, or when attending occasional events and other off-site functions during evenings/unsocial hours.

MUST-HAVES

You need to have a record of achievement in professional development with understanding of PRINCE2 project management as well as relevant experience in

- working on complex corporate or multi-agency projects or programmes, including contract and financial management systems.
- analysing and interpreting the available data to help assign some meaning to it and arrive at a relevant conclusion
- understanding the importance digital infrastructure to support economic growth, digital inclusion, access to services and public sector transformation priorities
- the risks, issues and benefits associated with rolling out projects to deliver digital infrastructure in the public realm
- paying attention to details, is punctual and well organised, with excellent analytical and intelligence gathering skills
- being hands-on, with a can-do attitude and able to deal with uncertainty, remaining flexible and adaptable to changing priorities and demands
- being able to build effective relationships with various stakeholders and adapt to different circumstances, easily navigating between different cultures and organisational settings
- Thoughtfully works things through with others to resolve issues, including competing demands, sensitive situations and conflicts with other groups
- Someone with a desire to learn and seek new challenges
- A creative thinker with the ability for sound judgement, empathy, self-awareness and accountability
- Genuinely interested in the aims and objectives of Nottinghamshire County Council

COUNCIL BACKGROUND AND CULTURE

Nottinghamshire County Council has a £1.1 billion budget and over 16,000 (direct and indirect). The Council is responsible for the provision and performance of around 440 statutory and discretionary services across Nottinghamshire including the vital range of services for children, public protection, social care and highways as well as many discretionary services relating to the social, environmental, and economic well-being of the area.

We're getting the basics right by recognising and investing in our future talent. We are committed to developing employees in their roles throughout their career. Learning and development plans enable employees to continue their professional development through training and development opportunities such as e-learning, classroom training and on-the-job experiences. We encourage our employees to share their learning across teams and organisations.

Our commitment to equality has been recognised by Stonewall, the leading LGBT rights charity, in their annual Workplace Equality Index. We are currently ranked the highest performing public sector organisation in the Midlands. We are also a Disability Confident Employer. We can offer flexible working and elements of agile working. Join us and you will be part of an organisation that values your contribution, leaving you feeling empowered to make a difference for our people and place.