

Development Officer

Grade 9

About the Service

Environment & Countryside is responsible for the management and development of Staffordshire County Council's country parks and green spaces, 4500 km of statutory public rights of way and the associated definitive map. We provide high quality environmental advice and champion the conservation of Staffordshire's natural and historic environment and the management of environmental data. The service hosts the Cannock Chase National Landscape Partnership and is leading development of a Local Nature Recovery Strategy for the area.

About the Role

Working closely with managers in the service, this role will support the development of key service areas to achieve service improvement and efficiency. It will do this by undertaking research, identifying and evaluating options, developing systems and processes and commissioning feasibility work. They may also develop and manage contracts and leases, draft reports and liaise with stakeholders. The role will require specific knowledge and experience relevant to a particular work area.

Reporting Relationships

Responsible to: Development Manager / Rights of Way Manager

Responsible for: N/A

Key Accountabilities:

1. Working with the relevant manager, support the development and improvement of the service by undertaking research, benchmarking, developing surveys, analysing data and identifying and appraising options for service improvements.

2. Draft operational policies, procedures and processes, with input from colleagues, to support service delivery and improvement.
3. Commission and procure feasibility and operational work, including the development of procurement frameworks. Support the management of contracts, leases and licences through liaison with contractors / tenants, gathering / providing data, discussing / developing proposals, monitoring delivery, liaising with colleagues internally, general financial management and reporting.
4. Support the development of funding bids through research, project development and bid drafting.
5. Manage projects to support development of the Environment & Countryside Service, including reporting, monitoring and evaluation.
6. Liaise with key stakeholders, including internal colleagues, partner organisations, tenants and service users, and manage relationships to ensure effective customer service.
7. Provide timely and accurate advice and information to colleagues and stakeholders and support effective and efficient customer service.
8. Undertake any other duties commensurate with the role which support the development of the service.

Person Specification

Qualifications/Professional membership

- Degree or equivalent experience in a relevant discipline

Knowledge and Experience

- Knowledge and understanding of legislation, policy and practice within the required subject area.
- Knowledge and experience of financial and contract procurement and management.
- Significant knowledge and experience of project management.
- Experience of process mapping and development and developing operating systems and procedures.
- Experience of undertaking research, data and evidence gathering, analysis and interpretation.
- Experience and proven track record of producing reports, presentations and funding bids to a high standard.
- Experience of working with multi-disciplinary teams, partner organisations and stakeholders.

Skills

- Organised and flexible approach to ensure projects are delivered to time and budget requirements.
- Ability to gather, manage, analyse and interpret data and evidence.
- Effective interpersonal and communication skills, both in person and through written material.
- Highly motivated and able to work effectively on your own and with others.
- Effective ICT skills relevant to project management including basic GIS skills

This post is designated as a Casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.