



Job description	
Job title	Assistant Project Officer (Playing Pitches Improvement and Public Realm)
Grade	Pay Band K
Directorate	Resources
Section/team	Assets Service
Accountable to	Group Manager - Property
Responsible for	Assisting in the management of school playing pitches and public realm improvement projects.
Date reviewed	December 2021

Purpose of the Job

To assist in managing the implementation of improvements projects to school sports pitches, other surfaces and boundary treatments within budget and set timescales ensuring full stakeholder and consultant involvement.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

To effectively assist in project design and delivery from inception to completion.

To manage site investigations, produce professional feasibility reports, technical design drawings and specifications.



To assist in managing the appointment of external consultants to carry out specific duties and coordination of other professionals involved in the project.

To obtain tenders and produce contract documents for projects in accordance with recognised procedures and undertake construction project management and supervision, including quality assurance procedures.

To ensure that all projects are delivered in accordance with the Council's Financial Procedure Rules and Contract Procedure Rules.

To ensure that quality standards stated in the specification are adhered to or exceeded.

To monitor and track progress ensuring that projects are delivered on time and on budget.

Financial management of projects including accurately maintaining records of expenditure, accounting, costing and billing for budget monitoring and final accounting.

To be aware of the Construction (Design and Management) Regulations 2015 and to assist in planning project work so the risks involved are managed from start to finish.

To mediate and negotiate with relevant parties to ensure fitness for purpose, best value and user satisfaction while providing independent professional advice to all connected with the projects.

To consistently provide accurate, informative and timely written and verbal communication to relevant parties, including writing and presenting reports to the Senior Management Team, Cabinet Members and Cabinet.

To support service directorates in the preparation of suitability and sufficiency surveys and to collate, analyse and report the results of these surveys, to support prioritising investment decisions.



To provide support in the delivery of the Council's disposals programme, including assisting with the preparation of applications to the Secretary of State to dispose of land.

To provide support to the Assets Service and assist in the clearance and maintenance of amenity land.

To attend Council meetings with senior colleagues representing the Assets Service.

To be aware of the Council's policies and priorities as expressed in its corporate documentation.

To fulfil any other duties as reasonably directed by the Head of Assets.

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Health and Safety

To ensure suitable and sufficient risk assessments are carried out considering employee's capabilities.

To use equipment as instructed and trained.

To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.



- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.