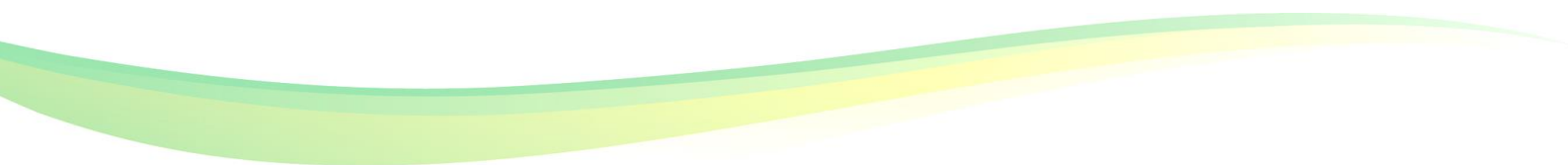




# **JOB INFORMATION PACK**





## Applying for a vacancy

The online application process has 8 different sections within it. All sections need to be completed. You will be unable to submit your application if any fields marked with a red asterisk are left blank. You must also ensure that you have correctly entered the 'captcha' code at the bottom of the page, and have ticked to confirm you have read and agree to the consent of use.

If you are applying for your first job, please insert your previous school or college under section 3 'Previous Employment History', inserting £0 for the salary.

Each vacancy has identified questions under section 7 'Application Specific Questions'. The answers to these questions are used for short listing applications for interview. You are advised to consider your answer carefully to each question as there is a limit on the number of characters you can enter.

If you wish to read through the questions and complete the application form at a later date, there is the facility to save your application.

**Please note: The saved application will not open in any other software.**

In order to view your application, go back into the vacancy to apply, and use the 'Browse' function above section 1 to reload your saved application.

You are strongly recommended to print your application for your own records **before you submit** your completed application for consideration. Once you have submitted your application you will no longer have access to it.



## **Your personal information – what we need and why?**

Daventry District Council collects personal information from you in order to process your suitability for employment. This includes your contact details, education, employment and ethnic monitoring information. We will not collect any personal data from you we do not need.

The information you provide will be retained within our Lagan IT system for recruitment purposes, and then transferred to our HR and Payroll system if your application is successful.

## **Who does the Council share your data with?**

It may be necessary to share your personal information internally and with our occupational health provider for the purpose of recruitment. However, no third parties have access to your information, unless the law allows them to do so.

## **How long does the Council keep your data?**

The Council will need to keep your personal data for a minimum of 6 months after which time it will be destroyed. If you are successful your information will be transferred to the internal HR system and Payroll system for the length of your employment, plus an additional 6 years.

## **What are your rights?**

If at any point you believe the information we hold is incorrect you may request to see this information and have it corrected or deleted. If you wish to complain about how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can submit a formal complaint to the Information Commissioner's Office (ICO)

Our Data Protection Officer is Gillian Kennedy and you can contact her by email [dataprotection@daventrydc.gov.uk](mailto:dataprotection@daventrydc.gov.uk)

All information you provide is held in accordance with the Data Protection Act.



## **Community Projects Officer**

**Part time 22.5 hours per week on one year, fixed term contract or**

**Full time 37 hours per week on 7 months, fixed term contract**

**£27,354 - £29,457 per annum, pro rata for hours worked**

Reporting to the Environmental Health Manager this will be a flexible role focusing on supporting the Environmental Improvement Service to identify and enforce unlicensed Houses in Multiple Occupation and to deal with other forms of sub-standard housing conditions primarily within the private rented sector.

We are seeking a self- starter, with project management experience to steer this work.

### **Benefits include:**

- Flexible working
- Generous Annual leave
- Local Government Pension scheme
- Free parking

We know there's more to life than work. That's why when you join Daventry District Council, you will be automatically enrolled onto Perkbox - an employee benefits and wellbeing platform that gives you free access to over 200 exclusive perks, including free mobile phone insurance, discounted cinema tickets and up to 15% off at 20,000 retail stores nationwide. Find out more about all our rewards here: <https://www.perkbox.com/uk/features/perks/>

Closing date: 10<sup>th</sup> February 2019

Interview date: 20<sup>th</sup> February 2019

To apply please go to [www.daventrymakers.com](http://www.daventrymakers.com) / [www.daventrydc.gov.uk](http://www.daventrydc.gov.uk)

Potential changes are on the horizon across Northamptonshire in which the county council and all the district and borough councils would join to create unitary authorities covering populations of over 300,000 each. This transformation could open the doors to new and exciting career opportunities for all our employees.



## Job Description

Job Title:	Community Projects Officer
Post Number:	
Team:	Environmental Improvement Service
Pay Band:	8
Reporting to:	Paul Knight
Responsible for:	N/A

## Job Purpose

To devise, project manage and deliver a variety of high priority council projects and support existing project and operational work within the community team

## Main duties and responsibilities

1. Support projects delivered by others within the community team and across the authority
2. Ensure that all community team projects are developed according to guiding principles and are coherent with each other and the council's corporate objectives
3. To support the development of the corporate plan, LAA or other strategic partnership and priority work that the Council is involved with
4. To co-ordinate and support consultation exercises, ensuring these are undertaken in line with Council policy
5. To undertake a wide range of research, analysis and benchmarking and provide summary briefings/ reports.
6. Review and revise existing strategies and policies, recommending and implementing improvements.
7. To undertake any other duties commensurate with the position as designated by the line manager.

Performance Standards:

1. Ensuring externally and internally imposed deadlines for reporting and action are met.
2. Effective working relationships are maintained.
3. Innovation and continuous improvement takes place
4. Records are accurate, reliable and presented clearly and appropriately. Information provided to others is correct, complete and provided within agreed timeframe



**Person Specification – Community Projects Officer**

A = Application form

T = Test

I = Interview

D = Documentary Evidence

P = Presentation

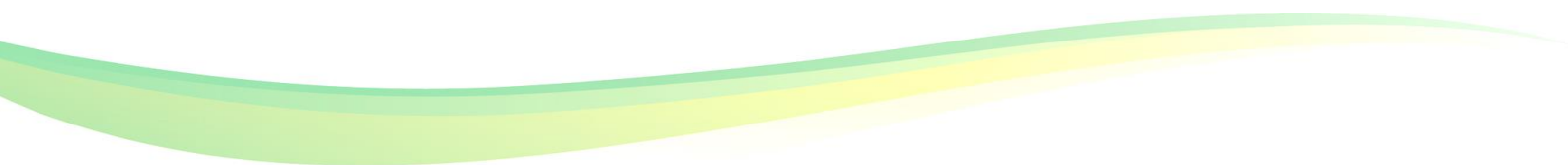
<b>Knowledge and Qualifications</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
A levels, HNC, NVQ3 or other relevant equivalent qualifications.	E	A & I
Two years of experience working in local government, public sector or voluntary and community sector	E	A & I
Presence and ability to tackle and solve problems using own initiative and negotiation skills	E	A & I
Undertaken research and/or consultation exercises, whether in an educational or work setting	E	A & I
Thorough understanding of the role of key public sector organisations, the community and voluntary sector and business sectors, their main priorities and the context in which they operate particularly in relation to Northamptonshire	E	A & I
IT literate	E	A & I

Consultation Institute certificate of professional development or similar work based training/ development	D	A & I
Experience of working in multi-disciplinary teams	D	A & I
Experience of project management	D	A & I
Know how to commission public and stakeholder consultation exercises from design through to completion	D	A & I
Computer literate e.g. Microsoft Office, Agresso, specialist grant software, Pinpoint.	D	A & I

<b>Skills and Abilities</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
Excellent written and verbal communication skills. Be able to relate to a wide cross section of people ranging from colleagues at all levels in the authority and local community groups	E	A,P & I
Independently manage a project from commencement through to completion on the basis of a board instruction and minimal supervision	E	A & I
To read and analyse dense texts, identify the key points and issues and summarise such information in a clear and concise manner	E	A & I
Good time management and organisation skills and work regularly to deadlines	E	A & I
Confident, persuasiveness, tactful and discreet	E	A & I
Self-motivated with experience of partnership working and networking	E	A & I
Appreciation of broad issues and impacts of the local authority and the ability to deal in a highly political and contentious area.	E	A & I
Ability to think and plan strategically and contribute to policy development	D	A & I
Innovative yet pragmatic and practical approach	D	A & I

<b>Other</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
Able to work regularly outside office hours including evenings and weekends	E	I

Note: In order to progress nuisance and other environmental improvement cases there will be a need to regularly attend site visits outside of office hours, including weekends. These working hours will be included in your 37 hour working week.



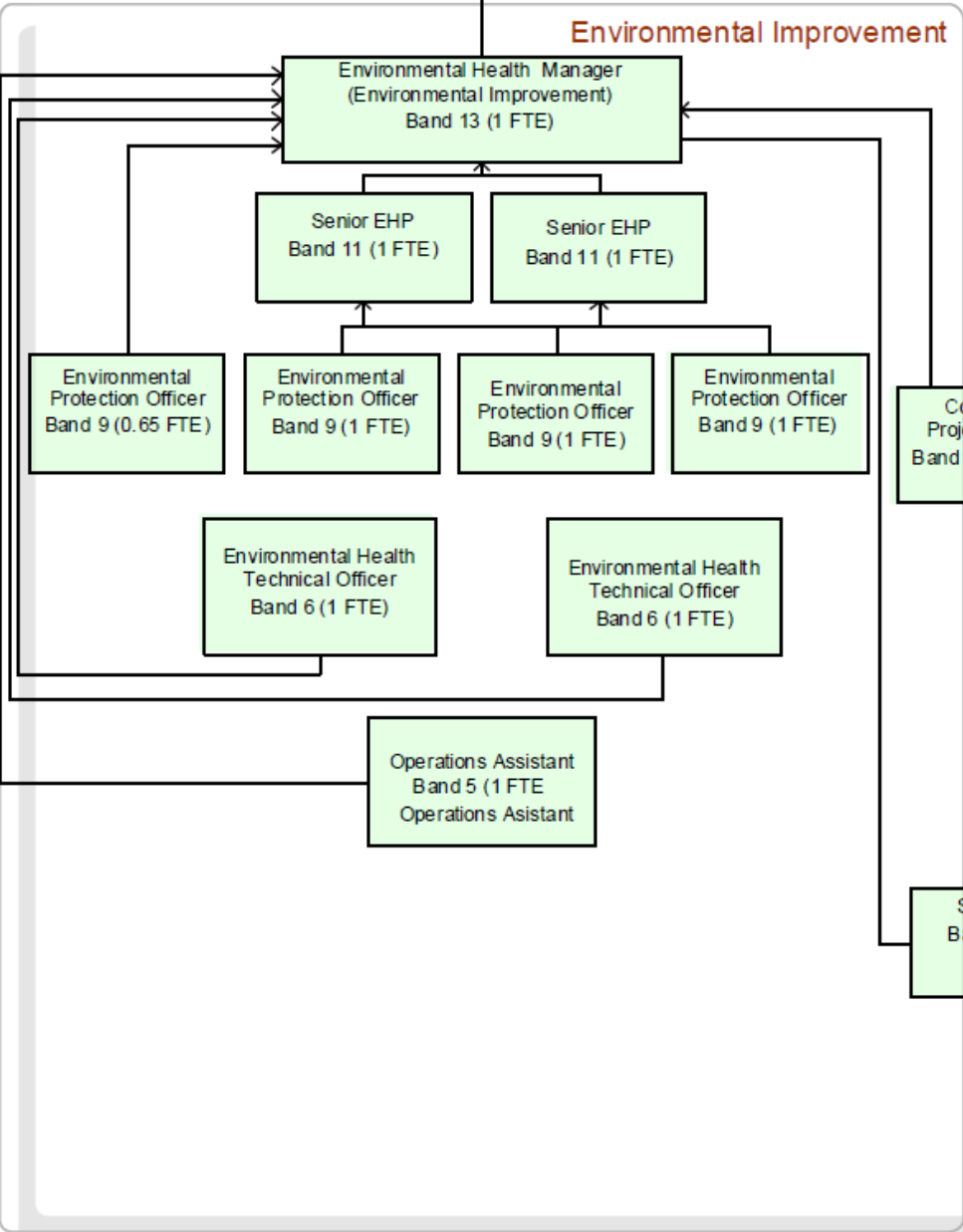


# Proposed Environmental Health



Community Manager

## Environmental Improvement



## Health Improvement

