



Coventry City Council

Job Description

Job Title:	Project Assistant (Covid19)	Job Number:	D2085D
Directorate:	Legal and Governance	Post Number:	1036328
Service:	Legal and Governance Services	Grade:	5
Location:	Friargate		

Job Purpose:

To assist with all technical aspects of the Covid19 Taskforce Project Team

Main Duties and Responsibilities:

1. Support the Project Manager within the Project Team:
 - Work with communities and partners both internal and external to plan, develop, implement and monitor the project.
 - Take a leading role in facilitating and supporting both internal and external groups involved in the Project and to identify local needs and opportunities and to help prepare plans and implementation of the Project.
 - Work with communities and businesses to develop, resource and implement the Project, including managing resources.
 - Take responsibility for planning, managing and delivering the project ensuring that it is delivered, and outcomes recorded and reported.
2. Offer support and advice to communities, public and businesses to stay safe and operate within public health advice and guidance
3. Work with the Advisor teams and mobilised to local areas where data indicates increased Covid-19 related risks/cases and create a presence to reassure, engage and provide information to our residents and business about keeping safe
4. Promote quality in the work including the implementation and review of quality systems, methods and working practices to ensure quality services.
5. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Project Manager

Date Reviewed: October 2020

Updated: October 2020



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Understand the principles of and good practice in Programme and Project Management, Techniques and Systems.
	<ul style="list-style-type: none">• A good understanding and knowledge of ICT packages to produce high quality documents including reports, and presentations.
	<ul style="list-style-type: none">• Public Health guidance and approaches and techniques to COVID-19 within government, local authorities or other agencies.
	<ul style="list-style-type: none">• Equal opportunities including issues relating to disadvantaged communities or areas as part of the scope of the Project.

Skills and Abilities:	<ul style="list-style-type: none">• Organisational skills, e.g. time management, managing priorities and meeting deadlines.
	<ul style="list-style-type: none">• Excellent written and verbal communication skills including report writing.
	<ul style="list-style-type: none">• Interpersonal and negotiating skills to develop effective working relationships with communities and partner organisations.
	<ul style="list-style-type: none">• Networking skills, fostering inter-agency work and working across organisational barriers.
	<ul style="list-style-type: none">• Able to operate as a project manager/officer – planning, developing and implementing pieces of work to fixed timescales.
	<ul style="list-style-type: none">• Numeracy skills.
	<ul style="list-style-type: none">• Well-developed information technology and communication skills.
	<ul style="list-style-type: none">• Accuracy and attention to detail.
Experience:	<ul style="list-style-type: none">• Work with policy development, projects or programmes to support and deliver high profile projects.
	<ul style="list-style-type: none">• Work with disadvantaged communities or with organisations to support COVID 19 work.

	<ul style="list-style-type: none"> Participation in working groups, particularly with other partners and community representatives.
Educational:	<ul style="list-style-type: none"> To degree, professional or technical qualification level in project management, or experience relevant to the key tasks of the post.
Special Requirements:	

Date Reviewed: October 2020

Updated: October 2020