

JOB DESCRIPTION

Job Title	Workforce & Skills Officer		
Service	Economic Development, Skills & Climate		
Reporting to	Workforce & Skills Service Manager		
Grade	Grade 13		
Evaluation ref:	TR0236	Job Family ref:	
Role purpose			
Somerset Council is responsible for managing various investment funds in relation to Workforce and Skills. This role will provide support to the workforce and skills team to ensure funding is managed in accordance with Council policies and processes whilst meeting the financial and delivery requirements of the funding provider, where appropriate. The postholder, will undertake in their technical officer capacity all or any of the specific responsibilities listed below to fulfil the lead partner and/or accountable body functions for various projects.			
Accountabilities			
- Under the direction of the Manager, provides a comprehensive support function in relation to delivery, monitoring, and evaluation of projects, e.g., input to project governance; commissioning and contract management of activity; production, updating and review of key project documentation; resource monitoring and management; risk management and communication activities. - Develop and maintain specialist understanding of project eligibility, compliance, management, and reporting requirements. - Work with the Manager to ensure that all project activity, expenditure, and outputs are delivered in strict compliance with all relevant policies, regulations, and requirements. - Support the compilation and retention of a complete supporting audit trail and accurate reporting to the relevant funding organisation. - Work with the Manager to commission activity as required, to support delivery of the projects' objectives and outputs. Support work to ensure that procurement exercises are undertaken in accordance with the procurement requirements of the funder as well as the Council's contract standing orders, providing input to contract management as necessary. - Work with the Manager to identify any risk of failure by the project to meet objectives, milestones, expenditure, and/or output profiles and provides input to recommendations on how these risks are evaluated and addressed. - Support the production and submission of regular project claims, output returns and progress reports to the relevant funding provider, including addressing supporting evidence and/or clarification requests.			

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- Work with the Manager to identify any requirements for Project Change Requests to the relevant funding provider for the project and support the development and submission of associated documentation.
- Support preparation for completion of and follows-up on inception, audit and closure visits as required by the project.
- Support the development and delivery of project-specific publicity activity in line with programme requirements.
- Support arrangements to ensure the projects fulfilment of summative assessment requirements, as set out in the funding agreement.
- Work with the Manager to support, in the context of the project, the development of a culture of continuous improvement. Collect, collate, and analyse information and provide input to recommendations to inform ongoing project delivery, quality assurance and improvement.

Knowledge / Experience / Qualifications / Skills

	Essential	Desirable
Knowledge		
Knowledge and understanding of project management	x	
Ability to follow operating procedures accurately and contribute to their development	x	
Ability to contribute positively and innovatively to service review and development	x	
Experience		
Previous experience in project co-ordination or administrative roles	x	
Experience of dealing with members of the public	x	
Experience of working as a system administrator		x
Previous experience working in a local authority		x
Qualifications / Registrations / Certifications		
A level or NVQ Level 3 qualifications and/or relevant work experience that aligns with the job role	x	
A degree in a related field, e.g. business administration, project management		x
Additional certificates in project management		x
Business Administration/IT Level 3		x

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Skills		
Ability to manage multiple tasks, prioritise effectively and maintain detailed records	x	
Strong verbal and written communication skills to interact with team members and stakeholders	x	
Experience with standard office applications e.g. Microsoft Office Suite	x	
Ability to identify issues and develop effective solutions	x	
Ensuring accuracy in documentation and project tracking	x	
Working Conditions		
The Council offer a hybrid working model so the postholder may be able to work from home or a Local Authority office.		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: 24th June 2025