

# Sunningdale Parish Council

Sunningdale is a large parish within the Royal Borough of Windsor and Maidenhead (RBWM) with a population of 5016 people. Sunningdale lies to the south of the Borough, along the A30 London road and with immediate access to the next Borough of Surrey. With a main line train station, the village is home to a high population of London workers who commute daily along with a significant number of retirees who live in retirement developments.

## The Council

Sunningdale Parish Council has been in operation since 1894 and is, since 1996, situated in single ward of RBWM and has 10 council members. The last election took place in 2019 with 8 elected council members and 2 co-options.

## Responsibilities

The Parish Council owns, operates, and maintains several properties, sports areas and assets within the village including:

- Broomhall Lane Recreation Ground which includes.
  - a large open field area
  - under 12s fenced playground
  - teen scene over 13s play equipment
  - a green gym
  - a refreshment chalet
  - 3 outdoor, floodlight LTA tennis courts
  - free car parking
  - toilets for park users
  - location and support of the RBWM Mobile library
  - flagpole
- The Pavilion situated on the Recreation Ground which includes.
  - the parish offices
  - the community room for hire
  - a 3 or 4 bedroom flat associated with the ground's management.
- TPO Woodland with footpaths on Broomhall Lane
- Sunningdale Village Hall
- managing trustees of the Charity
- Kiln Lane Cemetery
- Church Road Allotment gardens totally 67 plots
- The War Memorial
- The Jubilee Clock and memorial bench
- A variety of planters, raised beds, grassed areas, benches, and bus shelters along with Christmas Lights.

## Parish Council Meetings and Committees

The parish council meets on the first or second Tuesday of the month for at least 11 months of the year. Additional meetings are held on an ad hoc basis.

The council also fulfills the responsibility of a commenting authority for planning applications within the parish and the planning committee meets monthly with additional meetings as required for larger

developments. Most years, the planning committee reviews and comments on over 200 applications of varying sizes.

The council also has an Oversight and Strategy Committee who are responsible for overseeing the operational management of the council and a Finance Committee who oversee the financial management along with proposing the annual budget and precept.

## Parish Council Office Opening Times

The parish office is open from 9am to 3pm on Monday, Tuesday, Thursday, and Friday and closed on a Wednesday. Appointments are required during this period of restriction, however under normal circumstances the office is open to all callers.



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## JOB VACANCY – PROJECT OFFICER

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- 30 hours per week (Flexibility is required)
- 9am to 5pm Monday, Tuesday, Thursday, and Friday
- Flexibility is required for attendance at evening council meetings in relation to current project updates
- The salary point for this role is LC 20 **£13.51 per hour** (FTE of £25,991) Local Council Pay Scale LC20 to £15.83 per hour (FTE of £30,451) LC 26
- Rising to **£13.78** (FTE of £26,511) LC 21 and to £16.29 (FTE of £31,346) LC 27 on successful completion of a 6-month probation.
  - Pay to be awarded in line with experience and qualifications.
- 22 days annual leave and an employer contributory pension scheme.
- To include training and certification in Prince2 Project Management

Sunningdale Parish Council is seeking to employ a **Project Officer** for **30 hours per week** to join the parish team who actively support the council members to make a positive change to our parish. The council is looking for an individual who can work as part of a team to deliver significant infrastructure projects for the Parish, reporting to the Clerk.

The role will require the postholder to take the lead in the delivery of infrastructure projects through the feasibility, planning, design, consultation, implementation, and post implementation phases. The postholder will also be responsible for managing a portfolio of feasibility assessments and will assist in the preparation of business cases to support parish infrastructure projects.

The skills needed to deliver a portfolio of projects include a good understanding of project management, procurement of goods, selection and oversight of suppliers, plus tight financial controls. Importantly, the Project Officer has responsibility for driving forward innovative ideas across a programme of schemes and for the overall performance of this portfolio. The role is vital in ensuring effective and efficient delivery of projects.

In addition, the role requires a strong ability to bring together a wide range of stakeholder groups including Parish and Borough Council, residents, and businesses, setting delivery outcomes for projects while maximising contract savings and achieving value for money.

The successful candidate will be a friendly, enthusiastic, energetic, and confident individual who will also have demonstrable capability for project management

The role is based at the council office, which is currently a COVID secure venue, however home working is also available for some of the hours employed once the successful applicant has completed an induction process. In line with all council employees, the successful applicant will also be expected to participate in training for aspects of the role once they have completed the 6 months probationary period.

For more information, please contact Ruth Davies, Clerk to the Council via phone or email. The closing date for return of applications is 15 February 2022 with interviews to be held at the end of March with the role commencing on or around the 4 April 2022.

Please download an application pack from the council website [www.sunningdale-pc.org.uk/vacancies](http://www.sunningdale-pc.org.uk/vacancies) or call 01344 874268 / email: [clerk@sunningdaleparish.org.uk](mailto:clerk@sunningdaleparish.org.uk) to request an application pack.

## Responsibilities of the Project Officer

Be an Officer of the Council with the purpose of driving forward the delivery of a programme of infrastructure projects.

### Take responsibility for **Project Management, Procurement and Delivery of Projects**

- Ensure the effective delivery of projects is in line with our business plan
- Provide advice to stakeholders on project management, procurement, community engagement and project delivery
- Provide and prepare detailed reports in a timely and efficient manner ensuring at all times clarity, engagement with stakeholders, and clear requirements of project details, timings and delivery requirements.
- Direct, guide and manage project delivery to ensure that objectives are delivered
- Utilise efficient and effective processes for the review of projects, reporting progress, risk, actual and forecast costs and target completion to the Council

Utilise the council project management methodology, based upon Iterative Waterfall Methodology to deliver robust programmes for all projects, with appropriate change control processes

- Inspire others to contribute to projects in order to see the delivery of better outcomes

### Take responsibility for **Financial Project Reporting**

- Work with the Clerk / RFO and Deputy Clerk in monitoring the CIL programme, including expected incomes as they relate to project dependencies. . Prepare progress reports on actual and forecast expenditure of current projects are prepared and submitted in a timely manner. Report any variances to the Clerk.
- Report on a weekly basis to the Clerk and where appropriate the council the forward expenditure plan for projects, identify expenditure shortfalls and propose alternative options.

### Take responsibility for **Project Risk Management**

- Implement risk monitoring and management processes for each project. Ensure programmes reflect all highlighted risks and any mitigation activities.

### Take project responsibility for **Contract Management**

- Ensure contractual processes are approved prior to the completion of the project and clear service levels are in place to ensure future compliance is managed

### Take responsibility for **Project Communication**

- Working within the framework for council communications, ensure the community, businesses, Councillors, the media, partners and stakeholders of the projects being managed are kept informed and given timely updates about progress on the delivery of projects and work programmes.

## Person Specification

	Essential	Desirable	Qualifications
<b>Education</b>	<p>Good general education with a minimum of 2 "A" levels or equivalent.</p> <p>GCSE's to include English and Maths Grade B above or equivalent.</p>	Proven experience of project management	<p>Desirable – Degree/HNC in a technical specialism or extensive relevant experience</p> <p>Qualification in Project Management such as Prince 2 or AGILE</p> <p>Qualification in service management such as ITIL</p>
<b>Previous Work</b>	<p>Minimum of 2 years project management and administration</p> <p>OR</p> <p>An understanding of project budget setting and financial control.</p>	<p>Experience of delivering successful projects to time and budget</p> <p>Understanding of local government and the role of the parish/town council.</p>	
<b>Experience</b>	<p>A proven track record in leading the development, planning and implementation of projects within time and budget.</p> <p>Experience in budget management.</p> <p>Practical experience in dealing and negotiating with consultants and contractors</p>	Working knowledge of Local Government.	
<b>Skills and Knowledge</b>	<p>Ability to create and manage own workload in an environment of changing priorities and organizational changes.</p> <p>Good report writing.</p> <p>Supporting and constructive communication with all individuals.</p> <p>Flexible team player with good interpersonal skills who can promote high levels of commitment from others and achieve results including through external partners.</p>	<p>Working knowledge of local government administration, process, and law.</p> <p>Project or service management experience.</p>	Evidence of working in a project management team using Prince2 or service management, ITIL.

	Essential	Desirable	Qualifications
<b>Skills and Knowledge</b>	<p>Proficient in standard IT packages and able to problem solve independently when IT issues arise.</p> <p>Excellent communication skills, both written and oral.</p>		
<b>Personal Qualities</b>	<p>Proven ability to manage a varied and diverse working environment, demonstrating achievement of personal and organizational strategies and plans.</p> <p>Ability to deal with a wide range of people and enquiries in a diplomatic and professional manner.</p> <p>Flexibility of approach, open to change and to bring innovative ways of working forward.</p> <p>Commitment to upholding the council employment standards to include equal opportunities, diversity, and dignity at work.</p> <p>Ability to work alone or as a member of a team.</p> <p>A completer of tasks in a busy office environment whilst managing time effectively.</p> <p>Confident and able to deal with pressure.</p>	<p>Ability to generate ideas that are well thought out and do not impact on other areas.</p> <p>To research and consider new strategies culminating in the preparation of a proposal or report to be considered by others.</p>	<p>Business management skills such as:</p> <p>Time Management</p> <p>Communication</p> <p>Leadership</p> <p>Assertiveness</p> <p>Emotional Resilience</p>
<b>Other</b>	<p>Ability to attend evening meetings (scheduled as one per month council) and willingness to work at other times as events require.</p> <p>Access to use of car.</p>		Full driving licence.