

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

| | |
|------------------------|--|
| Job Title: | Assistant Project Manager (Retrofit) |
| Salary: | £ 37,035 - £39,513 |
| Grade: | Grade 10 Pay scales and grading |
| Hours: | 37 hours |
| Team: | Climate Action Team |
| Contract: | Fixed term until end July 2027 |
| Service Area: | Economy and Place |
| Primary Location: | The primary location is County Hall, Oxford and home working. Please note we are actively looking at our ways of working, post the pandemic, using everything we have learnt and heard from our people about the organisational and personal benefits of hybrid working. What you can absolutely expect from working at OCC is that you will have the flexibility to do your job and deliver great results. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process. |
| Budget responsibility: | Budget monitoring |
| Responsible to: | Retrofit Projects Manager |
| Responsible for: | None |

Job Purpose

Oxfordshire County Council has put Climate Action and wellbeing at the heart of its corporate strategy. As part of our focus on reducing emissions and fuel poverty in Oxfordshire we want to accelerate the number of homes retrofitted to be more energy efficient.

This assistant project manager role will support the Capital Retrofit Projects Manager, Energy Efficiency Project Manager and Oxfordshire Retrofit Team Lead in overseeing the successful delivery of the councils retrofit delivery programmes, including capital allocation. The role will ensure successful delivery from our contractors that offers value for money, meets customers needs and achieves the grant funding targets.

As well as assisting with other projects, the role will specifically assist the delivery of OCC's *Warm Homes: Local Grant* consortium allocation; involving programme and budget management, management of contractors, monthly and ad-hoc reporting to funders, procurement, stakeholder communication and following corporate governance to release funding.

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

1. Pro-actively support delivery of retrofit projects, achieving growth and scaling of these projects and programmes.
2. To monitor budgets, project delivery and risks in accordance with the council's policies and procedures and the terms of the grant.
3. Maintaining excellent, effective working relationships with stakeholders, mainly the delivery contractors, the funding body, senior council directors, politicians and district partners.
4. Manage own workload and project monitoring, planning and control tools to support successful project delivery.
5. Promote a strong customer service focus taking account of customer requirements.
6. Support and undertake outreach directly with residents and public.
7. Promote and deliver improved communication with partner districts, other local authorities and key stakeholders such as the funding bodies, in ways that are clear and coherent and jargon free.
8. Provide necessary information for performance management measures and reporting internally and to the funding body.
9. Remain contemporary with legislation and best practice and ensure that relevant initiatives are adopted to develop the effectiveness of the service.
10. To deliver further funded schemes related to the service area should grant bids be successful.
11. To work in accordance with the Corporate values and competency framework.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

| Essential Criteria | Assessed By: |
|---|--------------|
| 1. Experience of supporting capital delivery projects | A, I |
| 2. A qualification in Project Management or substantial experience in the relevant specialist field of works; e.g. Engineering, Retrofit or Project Management. With evidence of a proactive approach to continuous professional development. | A |
| 3. Strong commercial acumen and understanding of business management. | A, I |

| | |
|---|---------------------|
| 4. Resilient with the ability to manage own emotions in the face of pressure, set-backs or when dealing with challenging situations. | A, I |
| 5. Competent IT user including the use Microsoft Office products (Word, Excel, Outlook, Visio, Teams). Confident with basic data analysis. | A |
| 6. Good written and verbal communication skills. | A, I |
| 7. Good organisational skills with the ability to effectively plan own workload with limited supervision and a proven ability to effectively manage competing demands and priorities. | A, I |
| 8. Strong partnership work ethic with the ability to develop effective working relationships and manage expectations with key stakeholders. | A, I |
| 9. Budget monitoring experience and experience identifying risks and holding risk registers. | A, I |
| Desirable Criteria | Assessed By: |
| 10. Experience of working with grant funding and funders | A, I |
| 11. Demonstrable interest, and/or experience in climate action | A, I |
| 12. Confidence and willingness to represent the service across a range of outreach opportunities (stands at events, presentations, talks and drop-ins) | A, I |

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

| | |
|---|--|
| <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List | <input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check |
| <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List | <input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List |
| <input type="checkbox"/> Standard Disclosure and Barring Service check | <input type="checkbox"/> Basic Disclosure |
| <input type="checkbox"/> Disqualification for Caring for Children (Education) | <input type="checkbox"/> Overseas Criminal Record Checks |
| <input type="checkbox"/> Prohibition from Teaching | <input type="checkbox"/> Professional Registration |
| <input type="checkbox"/> Non police personnel vetting | <input type="checkbox"/> Disqualification from Caring |
| <input type="checkbox"/> Other (please specify): | |

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

| | | | |
|-------------------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Provision of personal care on a regular basis | <input type="checkbox"/> | Driving HGV or LGV for work |
| <input type="checkbox"/> | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| <input type="checkbox"/> | Working at height/ using ladders on a regular/ repetitive basis | <input type="checkbox"/> | Restricted postural change – prolonged sitting |
| <input type="checkbox"/> | Lone working on a regular basis | <input type="checkbox"/> | Restricted postural change – prolonged standing |
| <input type="checkbox"/> | Night work | <input type="checkbox"/> | Regular/repetitive bending/ squatting/ kneeling/crouching |
| <input type="checkbox"/> | Rotating shift work | <input type="checkbox"/> | Manual cleaning/ domestic duties |
| <input type="checkbox"/> | Working on/ or near a road | <input type="checkbox"/> | Regular work outdoors |
| <input checked="" type="checkbox"/> | Significant use of computers (display screen equipment) | <input type="checkbox"/> | Work with vulnerable children or vulnerable adults |
| <input type="checkbox"/> | Undertaking repetitive tasks | <input type="checkbox"/> | Working with challenging behaviours |
| <input type="checkbox"/> | Continual telephone use (call centres) | <input type="checkbox"/> | Regular work with skin irritants/ allergens |
| <input type="checkbox"/> | Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> | Work requiring respirators or masks | <input type="checkbox"/> | Work with vibrating tools/ machinery |
| <input type="checkbox"/> | Work involving food handling | <input type="checkbox"/> | Work with waste, refuse |
| <input type="checkbox"/> | Potential exposure to blood or bodily fluids | <input type="checkbox"/> | Face-to-face contact with members of the public |
| <input type="checkbox"/> | Other (please specify): Certain “out of hours” duties may be required in the normal course of duties | | |



Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

APPROVED

By Dale Hoyland at 9:20 am, Jul 15, 2025

