

JOB DESCRIPTION - CITY DEVELOPMENT

IDENTIFICATION

Post Title:	Low Carbon Project Assistant	Post Ref:	
Section:	Corporate Fleet Section	Grade:	6
Responsible to:	Low Carbon Project Manager		
Responsible for:	N/A		

JOB PURPOSE

To assist in the management of the Low Emission Vehicle and Infrastructure projects currently being undertaken by the Corporate Fleet Section. To assist with the securing and management of grants associated with the projects. To continue to deliver, through Drive Dundee Electric campaign, the promotion of electric vehicles and charging infrastructure to help encourage businesses and public to switch to Ultra Low Emission vehicles.

PRINCIPAL WORKING CONTACTS

Low Carbon Project Manager
Fleet Team
Transport Scotland
Representative Bodies/Agencies/Individuals

MAIN DUTIES

Assist the Low Carbon Project Manager with the delivery of various ongoing and future projects related to Ultra Low Emission Vehicles in the city and area. Dundee City Council has already secure over £3.6 million worth of funding to deliver projects in the next 12 months the post will help to develop a further funding bids.

Monitor the allocated budget in relation to the Drive Dundee Electric Marketing campaign.

Continue to develop a promotional and media campaign, creating marketing materials and arranging promotional events for a range of audiences in relation to low emission vehicle uptake.

Assist in the monitor and review the allocated budget in relation to each project and ensure that all funding streams are managed correctly.

Continue to provide appropriate data and financial information to the Grant awarding bodies in line with their award conditions.

Seek and progress funding opportunities for Dundee City Council in line with Ultra Low Emission Vehicles and Infrastructure.

Assist with the overall compliance with all aspects of each grant award conditions.

Liaise with all partners involved in each grant award and ensure all paperwork is completed fully.

Gather data from each project and analyse to produce reports in relation to above activities to develop future strategies and to share valuable findings with other bodies.

Assist officers and other relevant representatives to achieve set goals and ensure that productive working relationships are maintained.

Undertake any training and shadowing relevant to the post.

Work with other council departments across the council to promote the sustainable Dundee brand.

Assist the Low Carbon Project Manager with completing paperwork in relation to all aspects of external funding.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Low Carbon Project Assistant

DIVISION/DEPARTMENT SECTION: Fleet Section - City Development

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	HND or equivalent in a relevant subject e.g. Marketing, Business Economics with Marketing, Communications and Media Studies area	Educated to degree level in a relevant subject, e.g. Marketing, Business Economics with Marketing, Communications and Media Studies	Application Form
RELEVANT WORK/OTHER EXPERIENCE	Experience of project work.	Experience of working within LA frameworks	Application Form Interview
PARTICULAR SKILLS/ABILITIES	Ability to communicate effectively through a variety of methods including oral and written. Good interpersonal skills. IT literate	Good presentation skills.	Application Form Interview
PERSONAL QUALITIES	Ability to use initiative. Enthusiastic	Attention to detail and accuracy.	Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS		Driving Licence (Level 3)	