

Our Core Values

Authenticity and Ethics
Customer Focus
Applied Knowledge
Reliability and Resilience
Communicating Passion
Collaborative Behaviour
Innovative Thinking

GRADE: OFFICER

REPORTS TO: LINE MANAGER

WORK BASE: AS PER CONTRACT

DEPARTMENT: AS PER CONTRACT

JOB PURPOSE

- Officer grade staff play an essential role in implementing the company's vision and values, by ensuring that the work assigned to them, and to those under their direction, is carried out effectively and safely, and conforms to the company's standards of quality.
- They contribute to the design and completion of projects/tasks. This will require an understanding of how to prepare and develop a project design, estimate resource requirements and develop work programmes and schedules.
- They assist in the financial and time management of a project's delivery. This will require an understanding of the need for, and importance of, tracking its financial costs, accountability for maintaining its work schedules, and an appreciation of the risks of non-delivery.
- They are responsible for implementing and directing projects/tasks. This will include leading and directing a team, assessing appropriate task allocation, and monitoring work plans.
- They manage the performance of individual team members, offering advice and guidance in the development of their skills, and identify and dealing with poor performance.
- They will develop the skills they bring to their posts, and be responsible for undertaking their tasks efficiently, systematically and to the highest standard.

GENERAL

- All staff must prioritise and incorporate a culture of safety in all tasks.
- All staff are personally accountable for undertaking work diligently, safely and to a professional standard.
- All staff must ensure confidentiality at all times, not releasing confidential information obtained during the course of employment without prior permission from responsible senior staff.