

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Project Support Officer

South Midlands Growth Hub

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

This role is working in the Hosted function of the South Midlands Growth Hub of behalf of the South Midlands Authorities (Bedfordshire, Milton Keynes, Northamptonshire).

**South Midlands
Growth Hub**

Connected Business Support



**West
Northamptonshire
Council**

Purpose and impact:

The purpose of this role is to deliver service excellence in terms of supporting businesses in the South Midlands region, by supporting the delivery of business support projects and programmes (especially externally funded activity) which help to support businesses in the area to stabilise, grow, innovate and thrive.

Accountable to:

This role is accountable to the Senior Administrator. The role sits within South Midlands Growth Hub, part of the Communities and Opportunities Directorate in West Northamptonshire Council.

Responsibilities:

1. To support the team with programmes and projects and initiatives including those with external funding and associated funding guidelines.
2. To support the delivery of project / programme activity including with the maintenance of accurate, compliant records and provide other administrative support such as meetings, raising purchase orders and invoices, meeting organisation, project promotion and minute taking.
3. Engagement with any external delivery partners / sub contractors for allocated projects/programmes and Government departments.
4. Manage the daily operations of the CRM system, ensuring its functionality and reliability, including quality standards, process management, training and support for users.
5. Preparing report data and narrative for internal and external audiences on programme / project performance, providing supporting narrative for stakeholder reports and meetings and providing the data for funder reporting – including Department for Business and Trade (DBT), and regional funding partners.
6. To prepare information for presentation and management analysis and plan and prioritise activities within area of responsibility.
7. To support the delivery of any associated events to promote project activity, including assisting with the administration of the event – including venue bookings, delegate registration and agenda planning.
8. To manage and monitor Government and partner funding, including spend, delivery and alignment with funding requirements, particularly relating to procurement processes.
9. Assist in completion and submission of financial claims and monitoring returns.
10. To manage the accuracy, confidentiality and security of information & responsibility of GDPR governance on a daily basis when involved with partners, stakeholders and members of the community.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to establish and maintain effective partnership working across a wide and diverse range of stakeholders.	E	A/I
Interpretation and reporting on management information data and reports.	E	A/I
Exceptional IT skills – managing complex spreadsheets; word processing & databases.	E	A/I
Budgetary functional skills including management of monitoring & reporting on budgets.	E	A/I
Ability to organise, prioritise and work autonomously, meet targets and manage tasks with limited resources and time.	E	A/I
Excellent organisational skills to carry out a range of tasks – e.g. organising meetings, compiling reports, preparing claim data, organising events all to a high standard of accuracy	E	A / I
Excellent attention to detail and ability to process and analyse complex data sets	E	A/I
Ability to inform the work of others and influence the delivery of wider services.	E	A/I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I

Knowledge:	Essential / Desirable	Measured by
Knowledge of government funded business support programmes and projects	E	A/I/
Experience of working within Local Government and the understanding of decision-making processes & structures.	E	A/I
Awareness of Information Governance, Data Protection & confidentiality issues.	E	A/I
Understanding of government auditing processes and experience of managing financial audits.	D	A/I

Relevant experience:	Essential / Desirable	Measured by
Experience of Project Management including budgetary management.	E	A/I
Experience of working internally and externally with people across all levels of seniority.	E	A/I
Experience of working within project teams, providing secretariat support and monitoring outputs and performance to defined guidance and deadlines.	E	A/I
Experience in liaising with the business community.	D	A

Education, training and work qualifications:	Essential / Desirable	Measured by
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Project Management Qualification or relevant experience.	E	A/D
Evidence of continuous professional development.	E	A/D

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.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square
Job family band:	BA5	Worker type:	Flexible Part Flexible
Salary range:	£30,560-32,212	Budget responsibility:	N/A
People management responsibility:	N/A		

Working conditions & how we work:

We are open to discussions about flexible working.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

