

Job Description

Job Title: **PROJECT SUPPORT OFFICER – ECONOMIC GROWTH & SUSTAINABILITY**

POSCODE: **NRTHNJC0855**

Grade: **4**

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

The purpose of this job is to support the delivery of the Economic Growth Strategy, Local Area Energy Plan, Climate Change Strategy, Electric Vehicle Infrastructure Strategy and other strategies, plans, programmes, and activities led by, or involving, the Economic Growth and Sustainability team.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	Assist the team with the delivery of the Economic Growth Strategy, Climate Change Strategy, Electric Vehicle Infrastructure Strategy and other strategies, programmes, and projects
2.	Support delivery of programme/project activity including with the maintenance of accurate, compliant records and provide other administrative support as meetings, raising purchase orders and invoices, meeting organisation, minute taking and project promotion via website and associated content updates
3.	Prepare report data and narrative for internal and external audiences on programme/project performance, provide supporting narrative for stakeholder reports and meetings, and supply data for funder and other reporting
4.	Ensure accuracy, confidentiality, and security of information and responsibility of GDPR governance daily when involved with partners, stakeholders and members of the community
5.	Support 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
6.	Support management and monitoring of Government funding, including spend, delivery and alignment with relevant legislation and guidelines
7.	Develop and maintain accurate and compliant electronic and hard copy records to include inputting to the programme/project information management systems ensuring audit compliance and data policies are followed
8.	Assist in completion and submission of financial claims and monitoring returns
9.	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job - overseas equivalents will be recognised.

(Please note for some roles you may be required to register with a professional body e.g. Social Work England that have specific rules in relation to overseas qualifications).

Qualifications Required	Subject	Essential/ Desirable
Project support-related qualification or experience	Project Support	Essential
Educated to A Level or equivalent in a relevant subject, or equivalent by experience.	Business, planning, geography or related	Essential
GCSE Grade 5 or above	Maths and English Language	Essential

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

Identify	Describe	Essential/ Desirable
Knowledge & experience		
Project Team	Experience of working within project teams, providing secretariat support and monitoring outputs and performance to defined guidance and deadlines	Essential
Collaborating with Stakeholders	Experience of working internally and externally with people across all levels of seniority	Essential
Government funded programmes and projects	Experience and knowledge of working on government funded programmes and projects.	Desirable
Project Support and Finance	Experience of project support and budgetary systems and reporting	Essential
Local Government	Experience of working within Local Government and the understanding of decision-making processes and structures	Desirable
Data Protection and Confidentiality	Awareness of Information Governance, Data protection and confidentiality issues	Essential
Auditing	Understanding of government auditing processes and experience of financial audits	Desirable
Skills		
Management Information	Ability to interpret and report on project-related management information, data, and reports	Essential

Exceptional IT skills	Ability to create and manage complex spreadsheets, maps and databases, with competency in MS Word, PowerPoint, Teams and Outlook	Essential
Budgetary Skills	Competency in budgetary functional skills including analysis of claims and associated evidence, and management and reporting on budgets	Essential
Time Management	Ability to organise, prioritise and work autonomously, meet targets and manage tasks with limited resources and time kills supporting programme or project delivery	Essential
Numeracy, Diligence, and Analytical skills	Ability to analyse, check, and present complex information clearly	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks