

## Job Description

Job Title: Project Officer

POSCODE: CCC2487

Grade: SO2

### Overall purpose of the job

Cambridgeshire County Council has an ambitious vision to deliver a programme of work which supports its strategic ambitions and reflects the priorities for change/improvement that have been identified through the Council's business planning process.

This work is supported by the Programme team which works collaboratively across the council and the wider system to plan, implement and deliver the identified outcomes and benefits of the change and improvement portfolio.

Reporting to a Project Manager, the post holder will support the delivery of change projects and service improvement projects, working effectively to manage key project outputs (plan, highlight reports, Risk, Actions, Issues Decisions – RAID – logs and meeting and workshop documentation), in line with the council's Project Management methodologies and standards.

They will have a good level of knowledge and understanding of project management, stakeholder engagement, reporting and project tools to effectively manage and monitor projects and workstreams.

The postholder will be required to communicate well across project/programme stakeholders, within the Programme and Service Improvement Team, staff groups, partner organisations and stakeholder groups within directorates.

A key function of the role will be to support to ensure project members fully utilise the Project Online system (POWA).

### Main accountabilities

	<b>Main accountabilities</b>
1.	<p><b>Project Management Expertise</b></p> <ul style="list-style-type: none"> <li>• Supporting the Programme and Project Managers across the Programme team to oversee the effective delivery across a range of projects.</li> <li>• Lead on co-ordinating the production of all reports and producing project summary reports and ensuring all documentation is maintained in Project Online (POWA) in conjunction with the Governance and Performance team</li> <li>• Assisting the Project Manager in the production and maintenance of project plans.</li> <li>• Assisting Project Managers and members of the team with the updating and maintenance of the Risk and Issue register for projects.</li> <li>• Providing project and administrative support to the Programme and Project Managers and members of the Service Improvement team in the defining, development and delivery of projects.</li> <li>• Preparing and delivering communications on projects/programmes progress to the relevant colleagues and stakeholders.</li> <li>• Advising and assisting project team members in the application of project procedures and disciplines, taking responsibility for recording and reporting on standards throughout the project lifecycle.</li> <li>• Contributing to the ongoing development and continuous improvement of programme and project capabilities.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensuring that all team members are up to date on progress and establishing and identifying gaps which need to be reported to the programme lead.</li> <li>Responsible for overseeing project closure and lessons learned documentation. Managing multiple projects/deliverables across a range of fast-paced set of service areas to agreed deadlines.</li> </ul>
2.	<b>Partnership Working</b> <ul style="list-style-type: none"> <li>Supporting the Programme Manager/Programme Lead and Project Managers with effective, collaborative working with a range of stakeholders to ensure the appropriate level of co-ordination and integration of activity in the delivery of a successful project.</li> <li>Ensuring the regular and timely exchange of relevant information to ensure a mutual awareness.</li> <li>Ensuring that there is compliance with standards and systems so that feedback from customers, partners, stakeholders and employees can be evaluated and appropriate action taken to inform continuous improvement.</li> </ul>
3.	<b>Project Support/Administration</b> <ul style="list-style-type: none"> <li>Setting forward agendas and collating and distributing the various materials within deadlines.</li> <li>Supporting project/programme meetings by organising the meeting, preparing papers, taking notes, producing meeting minutes and recording actions.</li> <li>Taking responsibility for all formal papers for committees, ensuring they are reviewed and signed off through the appropriate governance.</li> <li>Preparing, and supporting the preparation, of papers for the Gating process to ensure projects are progressed through the POWA system.</li> <li>Using a variety of communication styles to effectively converse with all stakeholders on a regular basis.</li> </ul>
4.	<b>Financial, Contract and Risk Management</b> <ul style="list-style-type: none"> <li>Recording project spend and contributing to the compilation of budgets and the development and implementation of project business cases.</li> <li>Establishing the benefits log and taking responsibility for monitoring benefits realisation.</li> <li>Interrogating and validating resource budget charges and taking responsibility for project financial monitoring and reporting, identifying expenditure shortfalls and working with Project Managers and others to address these.</li> </ul>
5.	<b>Other Duties</b> <ul style="list-style-type: none"> <li>Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.</li> </ul>

### Person Specification

#### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level, NVQ level 4 (or equivalent experience). Any business related discipline.		<b>Essential</b>
Relevant professional qualification (or equivalent experience). Project Management.		<b>Desirable</b>

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

<b>Describe</b>	<b>Essential/ Desirable</b>
<b>Knowledge</b>	
<b>Project Management</b> <ul style="list-style-type: none"> <li>• Good understanding of disciplines and processes in support of projects and programme delivery.</li> <li>• Good level of understanding of reporting and project tools to effectively monitor and manage projects and workstreams.</li> </ul>	<b>Essential</b>  <b>Essential</b>
<b>IT Proficiency</b> <ul style="list-style-type: none"> <li>• Full proficiency, including Windows, Office, Excel and specialist packages such as MS Project, with an ability to quickly grasp other systems.</li> </ul>	<b>Essential</b>
<b>Financial/Budget management</b> <ul style="list-style-type: none"> <li>• Functional understanding of principles and processes.</li> </ul>	<b>Essential</b>
<b>Change Management Methodology</b> <ul style="list-style-type: none"> <li>• An ability to build effective relationships, using influencing skills to ensure programme aims are achieved.</li> </ul>	<b>Desirable</b>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>• Excellent inter-personal skills to work effectively with a range of different stakeholders.</li> </ul>	<b>Essential</b>
<ul style="list-style-type: none"> <li>• Excellent organisational and time management skills, with ability to self-direct and work under own initiative.</li> </ul>	<b>Essential</b>
<ul style="list-style-type: none"> <li>• Ability to build support for new, and sometimes unpopular, ideas and processes.</li> </ul>	<b>Essential</b>
<ul style="list-style-type: none"> <li>• Ability to approach problem solving in an adaptable, creative and insightful way to provide innovative and beneficial solutions</li> </ul>	<b>Essential</b>
<ul style="list-style-type: none"> <li>• Excellent set of inter-personal and communication skills – able to communicate with and influence a range of different stakeholders.</li> </ul>	<b>Essential</b>
<ul style="list-style-type: none"> <li>• Ability to take hard decisions on relating to own work when necessary, including prioritising under time pressure.</li> </ul>	<b>Essential</b>
<ul style="list-style-type: none"> <li>• Ability to challenge where necessary with a wide range of stakeholders using good networking and influencing skills.</li> </ul>	<b>Essential</b>
<ul style="list-style-type: none"> <li>• Ability to be proactive and work under own initiative within guidelines.</li> </ul>	<b>Essential</b>
<ul style="list-style-type: none"> <li>• Confidence to follow up on actions, chase submissions, etc.</li> </ul>	<b>Essential</b>
<ul style="list-style-type: none"> <li>• Ability to work largely independently whilst delivering consistent results.</li> </ul>	<b>Essential</b>
<ul style="list-style-type: none"> <li>• Ability to use planning techniques to develop project plans.</li> </ul>	<b>Desirable</b>

<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Good practical experience of working collaboratively with, and influencing others.</li> </ul>		<b>Essential</b>
<ul style="list-style-type: none"> <li>• Demonstrable experience of Project Management.</li> </ul>		<b>Essential</b>
<ul style="list-style-type: none"> <li>• Good practical experience of preparing clear reports and notes, including researching and authoring reports based on relevant data/information.</li> </ul>		<b>Essential</b>
<ul style="list-style-type: none"> <li>• Experience of working in an office environment.</li> </ul>		<b>Essential</b>
<ul style="list-style-type: none"> <li>• Experience of working in a Project Office supporting projects, including their management through the project lifecycle.</li> </ul>		<b>Essential</b>
<ul style="list-style-type: none"> <li>• Experience of working within the local government/public sector.</li> </ul>		<b>Desirable</b>
<b>Equal Opportunities</b>		<b>Essential</b>
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.		
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

#### Disclosure level

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

#### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	<b>Hybrid</b>	Field	Remote	Mobile
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