

**Job Description**

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| Job Title: Project Support Officer |
| POSCODE:  |
| Grade: I - £28,246 to £31,915 |

**Overall purpose of the job**

To provide administrative and project focused support as required across all programmes & projects delivered within the Corporate Enabler Directorates.

**Main accountabilities**

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|  | Establish consistent, fit for purpose processes and working practices amongst the Transformation Team for key project processes such as status reporting, planning, risk/issue management and change control. |
|  | Embed and operate comprehensive and effective performance reporting processes for council projects in order to deliver the successful implementation of defined council transformation programmes and projects, & support critical decision making. |
|  | Provide assistance to project teams in the use and exploitation of the available project management software tools, to include PowerPoint, Sharepoint, Ms Project and Visio and any other as required.  |
|  | Promote and encourage the benefits of project standards and processes, influence and persuade the project team and stakeholders of the value of following a disciplined approach. Collecting, analysing and reporting on project specific and comparative management and performance information to meet all stakeholder requirements. |
|  | Contribute to the work of the project teams, providing project management support for business case development, planning and the application of common standards. |
|  | Act as a secretariat for Transformation Programme and Project Boards |
|  | Provide support to Transformation Team staff in organising events, presenting reports, updating routine monitoring data such as the monthly budget and HR reports and generally maintaining Transformation programme & project data and information. |
| 8. | To demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.   |

**Person Specification**

**Qualifications, knowledge, skills and experience**

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| **Qualifications Required** | **Essential/ Desirable** |
| Degree level or equivalent NVQ qualification or proven relevant experience of supporting business change. Formal project management training to at least PRINCE II Foundation level or equivalent | **Essential** |

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| **Knowledge, Skills, & Experience**  | **Essential/ Desirable** |
| **Knowledge** |  |
| Knowledge of project management and organisational change / efficiency programmes | **Essential** |
| Ability to build rapport and credibility with senior managers, members and Corporate Directors | **Essential** |
| Understanding of budget management including responsibility for financial planning. | **Desirable** |
| Use of MS Office suite of programmes and Sharepoint, plus project specific support tools such as Ms Project, PowerPoint and Visio | **Essential** |
| **Skills** |  |
| Ability to successfully apply project methodologies, tools and techniques | **Essential** |
| Excellent written and verbal communication and presentation skills. Excellent interpersonal skills with the ability to gain the respect of multi professional teams, enthuse and motivate individuals and teams. | **Essential** |
| Strong group facilitation skills.  | **Essential** |
| Excellent organisational and time management skills, ability to plan and deliver objectives within an agreed timeframe | **Essential** |
| **Experience** |  |
| Experience of analysing and solving complex process and systems problems and supporting others to develop this skill.  | **Essential** |
| Experience of effectively handling multiple, sometimes competing agendas, meeting challenging deadlines and delivering under pressure.  | **Essential** |
| Demonstrable experience of using waterfall project methodology, developing and implementing project support processes, and operational experience of working in complex programme, project and change environments.  | **Essential** |
| Experience of analysing and solving complex process and systems problems and supporting others to develop this skill | **Essential** |
| **Equal opportunities**  |  |
| Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs | **Essential** |