

Job Description

Job Title: Communities Service Project Support Officer

POSCODE:

Grade: SO2

Overall purpose of the job

As the Project Support Officer within the Communities Service your key purpose is to enable the smooth delivery of the Cambridgeshire Priorities Capital Fund by supporting the Service to manage a programme of 26 funded community capital projects across Cambridgeshire.

Whilst the Cambridgeshire Priorities Capital Fund will be the key focus, your support may also be required with the delivery of other time limited projects within the Service.

The postholder will be required to communicate well across project stakeholders, within the Communities Service partner organisations and within other CCC directorates including Finance and Property Services.

Main accountabilities

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1.	Project Management / Support Expertise <ul style="list-style-type: none"> Supporting the Head of Communities and Team Manager to oversee the effective delivery of the 26 Cambridgeshire Priorities Capital Funded projects. Co-ordinate the production of all documentation and produce project summary reports and ensuring all files and paperwork is maintained up to date. Assist the Team Manager in the production and maintenance of project plans. Assist the Team Manager with the updating and maintenance of the Risk and Issue register for projects. Ensure the agreed project management methods, standards and processes are maintained throughout the project lifecycle. Contribute to the ongoing development and continuous improvement of systems and processes to manage projects within the Communities Service. Overseeing project closure and lessons learned documentation. 	30%
2.	Partnership Working <ul style="list-style-type: none"> Support the Team Manager with effective internal and external partnerships and collaborative working with a range of stakeholders including the 26 grant recipients, this may include site visits. Ensure the regular and timely exchange of relevant information with internal and external stakeholders in order to ensure a mutual awareness. Support the Team Manager by keeping grant recipients, senior managers and elected members fully updated of progress. 	5%

	<ul style="list-style-type: none"> Comply with policies and systems to ensure that feedback from grant recipients, partners, stakeholders and employees can be evaluated such that appropriate action can be taken to provide continuous improvement.
3.	<p>Project Support/Administration 50%</p> <ul style="list-style-type: none"> Setting forward agendas and collating and distributing the various materials within deadlines. Support project meetings by organising the meeting, preparing papers, taking notes, producing meeting minutes and recording actions Ensure all formal papers for committees/steering groups are reviewed and signed off through the appropriate governance. Use a variety of communication styles to effectively converse with all stakeholders on a regular basis.
4.	<p>Financial, Contract and Risk Management 15%</p> <ul style="list-style-type: none"> Following agreed financial processes to ensure grant funding is spent in line with the Grant to External Organisations Policy and the individual project Grant Agreements Assist in establishing benefits log and monitoring benefits realisation. Assist with the project and financial report monitoring on a monthly basis Understand the requirements of all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects and work programmes. Record and document contractual processes, commissioning reports and briefs.
5.	<p>Other</p> <ul style="list-style-type: none"> 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.

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level (or equivalent experience)	Any / Programme Management or closely related discipline desirable Business analysis qualification including Lead, Six Sigma, Customer Journey Mapping	Essential
Relevant professional qualification or membership; Prince2, MSP, ITI or demonstrable project management experience	Project and Programme Management Continuous Improvement	Essential

Identify	Describe	Essential/ Desirable
Knowledge		
Project Management	Excellent understanding of project management. Previous experience of working within a project support role.	Essential Essential
IT Products	Excellent Microsoft Project experience and knowledge. Detailed knowledge of Microsoft Project Online. Experience in using MS Word.	Desirable Essential Essential

	Advanced level experience of using MS Excel for creating/ maintaining spreadsheets, and conducting data analysis.	Essential
	Experience of using SharePoint for managing documents and version control.	Essential
Change Management Methodology	An ability to build effective relationships and have the ability to challenge others, holding them to account for their actions and using influencing skills to ensure programme aims are achieved.	Desirable
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General	Awareness of the issues and challenges facing local government.	Desirable

Skills		Essential/ Desirable
Organisation	Highly organised and motivated.	Essential
Communication	Ability to communicate effectively with a range of different stakeholders and manage political sensitivities.	Essential
Initiative	Ability to be proactive and work under own initiative within guidelines.	Essential
Flexibility	A flexible approach to duties.	Essential

Tenacity	Confidence to follow up on actions, chase submissions, etc.	Essential
Attention to Detail	Expert knowledge of working accurately with large data sets.	Essential
Planning Techniques	Ability to use planning techniques to develop project plans.	Desirable

Identify	Describe	Essential/ Desirable
Experience		
	Experience of working within the public sector.	Desirable
	Experience of working within a project office.	Desirable
	Experience of supporting projects, including their management through the project lifecycle.	Essential

Equality, Diversity & Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential

Disclosure level

What disclosure level is required for this post?	None	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 workers type is flexible)	Fixed	Flexible	Field	Home
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