

Job Profile

Project & Programme Support Officer

Grade: 6

About the Job:

This role is part of a flexible, skilled Project and Programme Management resource which exists to provide high quality support for priority projects and programmes across the Council. The post holder will be allocated to work on specific projects and programmes, providing technical project and programme management support, maintaining project records and assisting the project or programme manager in driving delivery of objectives.

This is what we need you to do...

- Support projects by undertaking technical and administrative tasks under the direction of the project manager
 - Assist the project manager in making sure that corporate standards for the governance of projects and programmes are met
 - Support the engagement of all key stakeholders preparing communications and consultation materials and organising events
 - Apply project and programme management tools and techniques to support the development of plans and the monitoring of implementation
 - Produce and present reports to assist the manager and board in monitoring and evaluating progress
 - Follow up agreed actions and chase progress of project tasks, work schedules and objectives. Maintain and manage access to project records in an accurate and timely way
- Contribute to the development and dissemination of good practice in and new approaches to project and programme management.
 - Assist in the management and co-ordination of work across the wider Project and Programme Management Team in order to ensure that work is organised and prioritised effectively.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Applying project and programme management tools and techniques
- Working with senior stakeholders (including politicians) within a Council or similar setting
- Supporting the management of risks
- Ability to grasp and understand complex issues
- Producing monitoring and other reports
- Project and/or work planning (developing a set of actions in order to meet a desired outcome)
- Writing and presenting reports
- Keeping records of meetings and actions agreed

Behavioural attributes

- Able to maintain focus on the task in hand and drive issues through
- Confident, enthusiastic and self-motivated
- Able to build effective relationships, including with senior managers
- Ability to work on own initiative, under pressure and without direct supervision in order to meet deadlines
- Able to balance competing demands effectively
- Contributes positively to organisational change
- Committed to working as part of a team
- Customer focused
- Diplomatic but persuasive
- Enthusiastic about learning new approaches and skills and continuing professional development

Knowledge, Skills and Understanding

- Knowledge of a range of project and programme management tools and techniques
- Broad understanding of the role of local government and of Council services
- Good written and verbal communications skills
- Able to think critically
- Creativity and problem-solving

Education & Qualifications

- NVQ level 3 or equivalent e.g. A Levels, BTEC Awards 3, OCR Nationals or an equivalent qualification standing through experience and training base
- Project or Programme Management training (Desirable)