



# Job Description & Person Specification

Job Title:	Project Officer	Job Reference:	
Service:	Strategy and Innovation		
Location:	Beech Hurst	Grade:	6
Reports to:	Innovation and Business Change Manager		
Date:	26 August 2021		

**Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:**

**Accountability, Ambition, Empowerment, Integrity, Inclusiveness.**

## Main job purpose

To assist in the management of a range of projects within the Council and to support the corporate Project Managers in the delivery of key strategic projects.

To support the Innovation and Projects team in the delivery of the Council's wider modernisation agenda.

## Main responsibilities and duties/ Principal Accountabilities

1. Support the corporate project managers in the delivery of large scale complex projects which meet the Council's corporate priorities.	30%
2. Provide project management across a wide range of small to medium projects within the council using the Council's Project Management Framework, based on PRINCE 2, to ensure delivery of projects to time and budget.	20%
3. Co-ordinate project reports, risks, issues and opportunities. Own and escalate issues to prevent negative impacts to enable the project to achieve its objectives. Proactively organise and support project boards and teams as required, including taking minutes and recording actions.	20%
4. Proactively communicate to ensure all those involved in projects are kept informed, involved and are accountable in order to maximise the success of the project. Liaise with internal and external stakeholders to ensure the delivery of project objectives.	15%
5. Support the wider organisation modernisation agenda as part of the Innovation and Projects team.	10%

6. Provide general project support for the Innovation and Projects Team in other areas of work around business change such as process analysis and research.	5%
<i>To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.</i>	
<b>Supervision and management</b>	
Reports to the Innovation and Business Change Manager	
<b>Resources</b>	
N/A	
<b>Contacts and relationships</b>	
The post is based within the Innovation and Projects team within the Strategy and Innovation service. Working alongside the Project Managers and Business Change Officer, this post will work across the organisation and be in contact with a range of services, senior officers, elected members and customers.	
<b>Working environment</b>	
<ul style="list-style-type: none"> <li>This is an office based role however some flexible working may be possible.</li> </ul>	

<b>CRITERIA</b> Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	<b>ESSENTIAL/ DESIRABLE</b>
<b>Educational and professional qualifications</b>	
<ul style="list-style-type: none"> <li>Degree level or equivalent</li> </ul>	E
<ul style="list-style-type: none"> <li>GCSE English Language and Maths</li> </ul>	E
<ul style="list-style-type: none"> <li>Foundation level Prince 2 or equivalent</li> </ul>	E

<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>▪ Evidence of understanding project management principles</li> </ul>	E
<ul style="list-style-type: none"> <li>▪ Evidence of broadening knowledge and experience in addition to academic study</li> </ul>	E
<b>Experience</b>	
<ul style="list-style-type: none"> <li>▪ Experience of working within a team environment</li> </ul>	D
<ul style="list-style-type: none"> <li>▪ Experience of delivering work within a project environment through academic or work experience</li> </ul>	D
<ul style="list-style-type: none"> <li>▪ Proven experience of having delivered small to medium projects</li> </ul>	D
<b>Key skills</b>	
Able to put into practice basic project management methods and work in a planned and organised manner across a number of project areas	E
Excellent verbal and written communication skills in order to communicate effectively with a range of people across the council and with partners, which can be tailored for a variety of audiences.	E
Able to work with other people, including officers, Councillors, and external organisations	E
Able to work with minimum supervision and manage own workload	E
Able to handle and analyse data relating to targets, deadlines and actions	E
Able to develop new ideas and take a reasoned approach to problem solving	E
Able to use key office products such as Word, Excel & Powerpoint	E
<b>Personal qualities and behaviours</b>	
<ul style="list-style-type: none"> <li>▪ Enthusiastic, proactive and confident</li> </ul>	E
<ul style="list-style-type: none"> <li>▪ Committed to ongoing learning and development</li> </ul>	E

## Other Factors

Some evening and weekend working may be required

Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport

## Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

**Health and Safety** - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

**Safeguarding** - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

**Equalities** – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

**Social Media** - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

**Financial** – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

**Risk Management** - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

**Data Protection and Data Security** - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.