

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Role:	Project Support Officer	JEID	M0186
Official Job Title:	System & Project Co-ordinator		
Salary Grade:	Scale I		
Team:	Portfolio Management Office		
Service Area:	Commissioning Support Unit		
Primary Location:	Flexible		
Political Restriction	This position is not politically restricted.		
Responsible to:	T4a Manager		
Responsible for:			

Role Purpose

1. To assist in the organisation and administration of all aspects of Projects, Programmes and the Business.
2. To provide expertise and support in Project Management Tools and the governance processes

Role Responsibilities

- 1) To work with the Project / Programme Manager to design and deliver projects and programmes efficiently.
- 2) To support the production of regular highlight reports for Board and management meetings, reporting any issues which require support to resolve.
- 3) To support communications for the programme / project, as outlined in the Communications Plan, liaising with stakeholders to ensure key messages are understood and all relevant personnel are engaged.
- 4) Create high trust partnerships with the project team and stakeholders to enable smooth project/programme delivery and act a central point for queries in the absence of the Project/Programme manager.

- 5) Administer project management systems ensuring they are kept up to date and assist others in their operation.
- 6) Undertake independent thinking to create documentation on behalf of the Project/Programme manager – e.g. exception report, lessons learned report.
- 7) To provide hands on support in delivering project deliverables such as systems or user acceptance testing, creating user guides, delivery of training, etc.
- 8) Support the project / programme governance process and ensure it is being followed.
- 9) Share knowledge and information with colleagues to ensure the overall transformation programme moves forward.
- 10) To carry out duties in accordance with the Council's Information Security Standards and Human Resource Policies; compliance with the Data Protection Act, Freedom of Information Act and any other relevant legislation that directly affects service delivery.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Be very comfortable to operate in a changing and evolving environment, enjoying the challenge and embracing change with a positive attitude	A, I,
Have good computer skills in MS Office and be comfortable in administering management systems.	A, I
Ability to manage a diverse workload while ensuring the provision of a high quality service.	A, I, P
Team player with excellent interpersonal and communication skills and a well-developed organisational ability.	A, I, P
Ability to prioritise workload to meet deadlines in a changing environment without the requirement for direct supervision.	A, I, P, T
Experience of maintaining appropriate project / programme information relating to progress, risk and issue logs.	A, I
Able to present information, opinions and decisions in a clear, concise and convincing way	A, I, P, T
Ability to undertake research, collect, collate, analyse and report data relating to projects / programmes	A, I
Demonstrate an ability to think creatively, provide inventive solutions to problems and confidently take those solutions forward for success.	A, I
A track record in managing relationships with stakeholders at all levels through effective communication.	A, I

Desirable Criteria

Assessed By:

Knowledge of project / change management concepts and methodologies.	A, I
Experience of working in a Project Environment supporting Projects and Programme(s)	A, I
Experience of working in a Local Authority or other public body would be an advantage	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

