

Project Officer – Grade 9

Job Category

To be read in conjunction with the Project Officer Job Profile which provides the full range of responsibilities across the function

This role is based within the Improvement and Relationships Project Team, who provide project support across Communities and Access Services.

Role Description

The role will provide dedicated project management resource for the Service, Systems Design and Performance Outcomes Programme.

We are seeking an individual who is passionate about creating positive change and building successful working relationships which will result in improved outcomes for the people we serve in our communities.

The successful postholder will form part of a programme of work with a focus on key workstreams such as workforce planning and strategy, departmental IT plans and ambitions and strengthening the service approach to performance intelligence and evidence led decision making. You will work alongside corporate enabling leads ranging from Human Resources, IT, Information Governance, Data & Insight to develop the above priorities.

You will also have the opportunity to develop and strengthen the service business infrastructure and response to areas such as risk reporting, GDPR and Health & Safety. You will work alongside subject matter experts and cross service business development teams to implement innovative ways of working and improve current processes and practice.

You will be responsible for supporting the Project Manager, in ensuring that key workstreams are delivered as planned; on time and that any risks and issues are highlighted and managed appropriately.

You will need to have strong organisational and communication skills and be flexible enough to respond to changes in direction.

Due to the sensitive nature of this work, you will be required to have a good understanding of confidentiality and information governance and work within the Council's policies for using and managing sensitive information.

Project Objectives:

- Co-ordinate the collation of business focussed reports e.g., audit reports, risk reports.
- Analyse, summarise and communicate findings to stakeholders.
- Plan for new and facilitate existing project/programme boards and workstream groups.
- Ability to write clear and concise reports on a variety of project related topics.
- Provide regular and timely updates to the Project Manager.
- Build good working relationships with stakeholders, subject matter experts and corporate enablers.

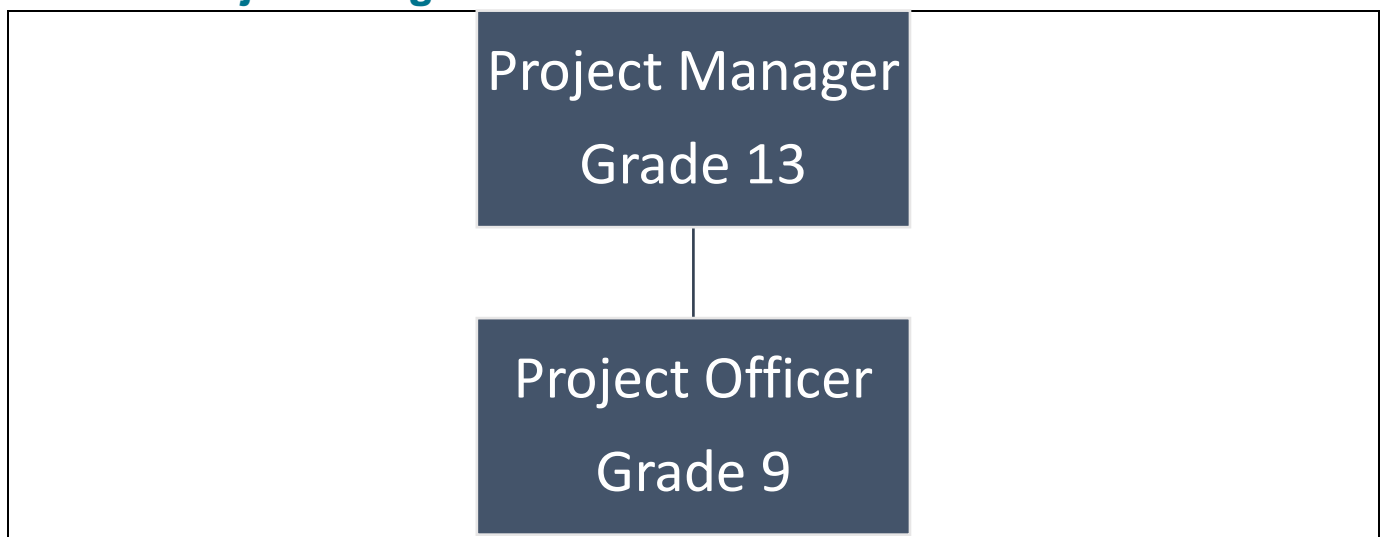
Project Documentation and Oversight:

- Maintain and update where required relevant project documentation:
 - Relevant project documentation.
 - Action and improvement plans.
 - Risk and issues log.
 - Project plans and timelines.
- Carry out relevant research and evidence of good practice
- Stay abreast of corporate transformation changes, communicate and support the implementation of standardised project documents and templates.

Contacts:

- Predominantly by Microsoft Teams, telephone and email
- Council staff and managers

Position of job in organisational structure



For Office Use Only:

Job Category	Project Officer	Grading ID	
Job ID		Last Updated	
Job Focus	Yes	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	NA
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No