

## Project Officer (Transformation Programme) GR 9

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

We are facing unprecedented challenges with major reductions in funding and significant pressure on services from an increasing population. We are undertaking a portfolio of change programmes to help achieve our Transformation – which supports communities to do more for themselves and each other, safeguards vulnerable citizens, creates trust and connections between institutions, businesses and citizens, and which primarily focuses on the things that only the Council can do. Under the direction of a Project Manager you will support the development and delivery of identified projects.

This role is part of the Transformation Programme Office, based within one of the Council Services.

### The Job

Projects within our Portfolio of Transformation change programmes will deliver change that impacts across the whole Council and challenges how we will deliver services in the future.

Delivering this change through specific projects will require complex implementation plans which will consider new systems, processes and ways of working to meet the needs of the new ways of working. .

You will support various projects across the Council. You will have a proactive approach to project management including project planning, time management, working to deadlines, research, providing written reports and consultation with stakeholders.

With a flexible working approach, you will attend meetings, co-ordinate sub groups, collect data and contribute to project reports.

You will monitor the progress of projects and report to the Project Manager with relevant issues and recommendations. You will be expected to work across various projects simultaneously and to prioritise and plan your own workload.

You will develop and maintain systems which monitor, evaluate and review project outcomes and service change.

### Job Checklist

- Supports the Project Manager to ensure that projects move forward within the agreed timeframe, and contributes to project reporting including to Project Boards
- Supports the Project Manager to ensure projects are tracked against the wider vision for the Transformation agenda
- Contributes to project planning in a way to effectively achieve the required results
- Supports collaboration between projects and the Transformation Programme Board.
- Undertakes financial modelling and monitoring to ensure compliance with budget requirements
- Supports the Project Manager to ensure lines of communications with all stakeholders are in place
- Keeps all information up to date to continually track the changing environment
- Supports the Project Manager to audit the projects to ensure standards are being followed
- Please click [here](#) to see your responsibilities related to safeguarding 

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

Your experience of working in a project management environment will give you the credibility to work with managers and stakeholders to ensure the project outcomes are successfully delivered on time.

Your awareness of our approach to cross service working will help you to understand the connections and dependencies between the project and other Council change programmes.

You will possess a range of communication and interpersonal skills to work with managers, employees and stakeholders at all levels. You will have an awareness of the effects of substantial change on services and the impact on employees and service users together with the ability to be sensitive to others, presenting a positive and professional image with sensitivity and consistency.

Your awareness of the Local Government environment and in particular our Transformation agenda will allow you to understand the details of the various projects involved.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 2. [Click here to find out more](#)

## Person Checklist

- Experience of working on large change management projects to successful conclusions
- Qualification or experience relating to project/programme management e.g. Prince2/MSP
- Has an awareness of the issues facing local government and in particular our approach to Transformation
- Has a pro-active approach to problem solving together with the ability to analyse, determine and prioritise key actions to deliver project objectives.
- Experience of effective communication with stakeholders both internal and external to the organisation.
- Ability to provide and present reports and information to the Project Board.
- Awareness of the issues of working in a political environment.
- An awareness of financial systems and procedures to support resource allocation
- Ability to write clear and concise reports on a variety of project related topics.

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be shortlisted for this job please demonstrate in your application how you meet the Person Checklist.