

Project Management Office

Project Assistant - Grade 8

Job purpose

In Kirklees, we are working with business community and PARTNERS to create more and better jobs and supporting local PEOPLE to have skills and qualifications to be successful. It is also about creating the conditions where people and businesses can thrive and grow. This is underpinned by having high quality PLACES and connectivity where people want to live and work and the right infrastructure that builds confidence and investment in Kirklees.

As a Project Assistant in the Project Management Office, you will work with colleagues to drive forward the development of the project management function, which will assist in the delivery of environment, climate change, housing and regeneration programmes and projects. You will also provide direct administrative support to the Head of Major Projects and the Head of Development and Master Planning.

You could also be involved in projects from other areas of the Council and you will have an understanding of the wider strategic ambition of the Council and be knowledgeable on all matters relating to the operation, implementation and delivery of an efficient project management system.

We are looking for people who demonstrate the full range of the Council's behaviours and expectations and who continually strive for excellence. You will be part of an ambitious, creative and highly collaborative team.

With enthusiasm, desire and drive you will need the ability to think creatively to help achieve the challenges ahead. You will need to work collaboratively, communicating and consulting with colleagues across the Council, other stakeholders and elected members in order to develop and maintain effective working relationships and partnerships.

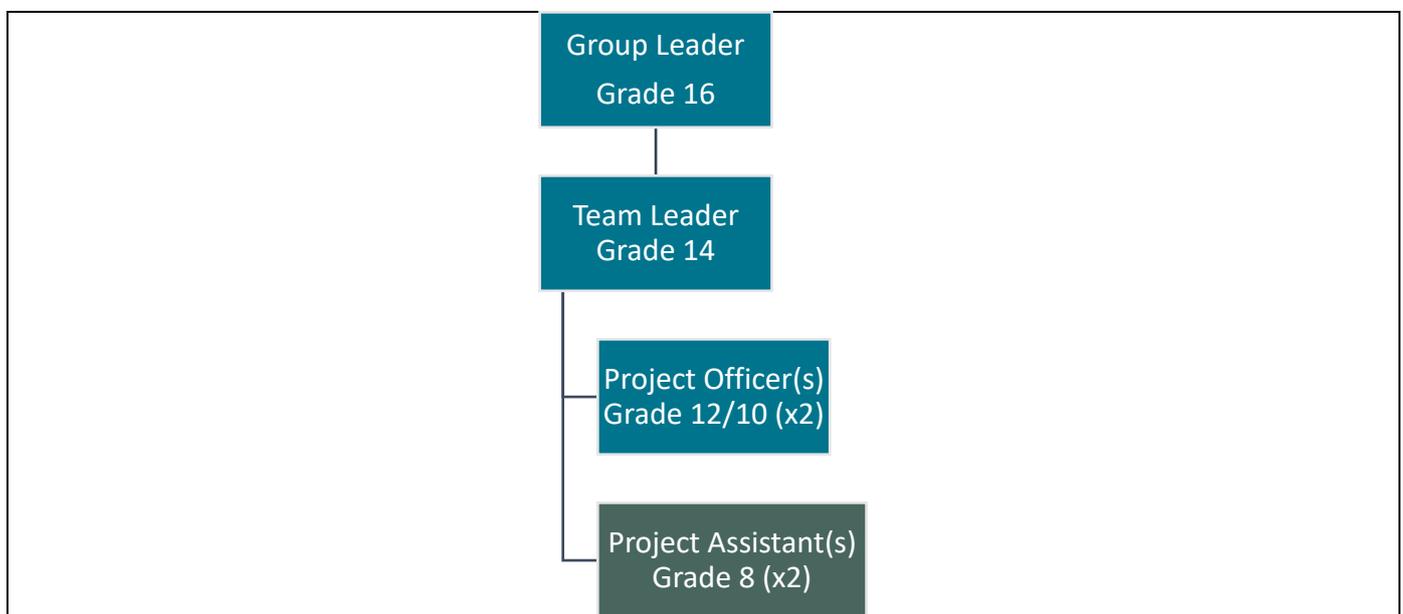
You will be expected to take a flexible approach to your work.

This role is based within the Growth and Regeneration Directorate. Find out more about [working for Kirklees](#).

Key areas of responsibility

- Provide administrative support to the Head of Major Projects and the Head of Development and Master Planning
- Use the MS Office suite of applications (in particular Excel, Word and Powerpoint) and bespoke packages and software to support your own work and that of the team.
- Support the on-going development of the day-to-day governance process of Directorates, assisting in the delivery of projects and ensuring that governance is captured and recorded
- Maintain project management and financial documents working accurately, clearly and concisely Produce reports utilising relevant research, intelligence and data.
- Build and maintain effective relationships with all relevant stakeholders to support the work of the team and wider Council priorities.
- Take a pro-active and creative approach to problem solving, working collaboratively with colleagues to support projects to help deliver agreed outputs and objectives, whilst working to a consistently high standard.
- Maintain effective communication both verbally and in writing.
- Maintain a healthy and safe working environment in line with legislation.

Position of job in organisational structure



Employee Specification

| Knowledge, qualifications, skills and experience | Shortlisting criteria |
|---|-----------------------|
| Strong IT skills, with particular knowledge of Word, Excel, Powerpoint, social media and the ability to use bespoke software packages relevant to the role | Essential |
| High level of literacy including the ability to write clear reports and other types of documentation | Essential |
| Excellent numeracy skills enabling you to undertake accurate financial and arithmetical calculations | Essential |
| The ability to co-ordinate activities, including the provision of support to senior managers, working to tight deadlines with high levels of accuracy | Essential |
| Well-developed communication and interpersonal skills | Essential |
| Ability to carry out analysis and research and present information in a concise and logical manner | Essential |
| Personal resilience and the ability to work independently, think creatively and to manage competing deadlines to help the delivery projects | Essential |
| Knowledge and experience of project management techniques | Essential |
| Effective team worker with the ability to work with staff from different backgrounds and disciplines and the willingness to contribute to team and service improvements | Essential |
| Dedicated and passionate about creating a better environment and future for businesses, residents and visitors to Kirklees | Essential |
| A positive and flexible approach to your work | Essential |

Behaviours and expectations

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
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this 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 Office Use Only:

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|--------------|-------------------------|--------------------|----------|
| Job Category | Growth and Regeneration | Grading ID | |
| Job ID | | Last Updated | Jan 2021 |
| Job Focus | | Career Progression | |

Contractual Variants

| | | | |
|---------------|--|------------------------|--|
| DBS Category | | DBS Type | |
| Health Check | | Politically Restricted | |
| 24/7 working | | Public Holidays | |
| Night Working | | Alternating Pattern | |
| Standby | | Other | |

JOB FOCUS

Project Assistant – Grade 8 Project Management Office (37 hrs per week)

The Project Management Team is a newly formed team and has a range of responsibilities to help effectively manage programmes and projects across several service areas, dealing primarily with climate change, environment, housing and regeneration. You will work with colleagues to help develop and drive forward the development of the project management function.

You will be involved in helping design and implement new systems that support the delivery of projects and you will use your strong IT and administrative skills to help plan, develop and maintain these systems.

You will also provide administrative support to the Head of Major Projects and the Head of Development and Master Planning, who have a wide scope of responsibility.

As the nature of the role and the team evolves, you will have contact with a wide range of people both within and outside the organisation, so you will need to work collaboratively and confidently with a broad spectrum of stakeholders. The Council receives significant amounts of funding from a range of external agencies and organisations, so this is a key element of the role.

You will take a pro-active and creative approach to problem solving, working collaboratively with colleagues to help deliver agreed outputs and objectives for projects.

Your key responsibilities will include:

- Contributing ideas and knowledge that will help in the development of the new systems to support the day-to-day governance of major projects
- Use your knowledge, skills and experience to capture and record the decision-making that supports the delivery of major projects for the Council
- Provide a broad range of administrative support that meets the needs and requirements of the Head of Major Projects and the Head of Development and Master Planning and that of colleagues within the team
- Produce reports and other documents utilising research, intelligence and data analysis

- Utilise standard corporate tools and templates to ensure that robust governance and quality assurance measures are in place to monitor the effectiveness of the programme/projects and their impact on service delivery
- Build highly effective working relationships with key stakeholders, across Council services and other partners
- Provide information and guidance on projects to ensure services and the directorate continue to work effectively and deliver its shared outcomes