

Project Support Officer Grade 8

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

The Skills and Employability portfolio operates within the broader remit of the Economy, Infrastructure and Skills Directorate to deliver the Council's strategic vision and priority outcomes for Staffordshire's residents and communities. It is underpinned by the core values of the Council and is shaped by the strategic plan. Skills and Employability focuses on the range of education and training opportunities required in order to fulfil statutory duties, meet the needs of learners, the economy and the wider community. It supports the prosperity and

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well-being of individuals and communities and contributes to raising aspirations and improving the personal and economic resilience. A wide spectrum of provision is encompassed within the remit of the team as well as the infrastructure and capacity to deliver and support high quality outcomes for children, adults, families and businesses. The aim is to improve people's lives through learning and training, leading to employment and/or increased personal fulfilment, supporting the growth of Staffordshire's economy and society.

About the Role

The Project Support Officer supports the delivery of projects and programmes within the Skills & Employability Team.

Reporting Relationships

Responsible to: Learning & Skills Coordinator

Responsible for: N/A

Key Accountabilities:

1. Responsible for providing programmes and project plans for the main elements of the EI&S teams' functions, including, skills and employability projects and business and enterprise projects.
2. To assist in the effective management of programmes by monitoring and reporting on project activities timescales, budgets, and resources.
3. Develop, monitor and maintain change control systems; including reporting on whether required actions have been carried out to ensure effective programme and project delivery.
4. Establish consistent quality control, practices and standards and appropriate programme governance, including, project planning, reporting, analysing risks and maintaining programme / project risk registers.
5. Responsible for ensuring project status, issues and risks are communicated to relevant officers / boards to ensure the effective resolution and timely delivery of projects.

6. Assist with the production of business cases to support the development of projects by collating relevant economic & skills data and reports.
7. Assist project managers with activities relating to project delivery, including liaison with stakeholders and sub-consultants to ensure progression of project related activities.
8. Under the supervision of the Project Manager manage and deliver routine projects.
9. Responsible for ensuring the project client's health and safety obligations are understood and carried out to limit and mitigate risks and that projects comply with relevant health and safety legislation.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally.

This post has no political restriction.

As an Authority we are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff to share this commitment. This position is subject to a criminal record check from the Disclosure and Barring Service.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Environment

Deliver a reduction in the Councils' environmental impact through a proactive focus on key priorities to support the economy, nature and communities.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership	
	Relevant NVQ level 3 or equivalent qualification/level of experience for this type of role.	A
	Knowledge and Experience	
  	<p>Working knowledge and awareness of project methodologies, planning processes and techniques and change methodologies</p> <p>Experience in programme and project planning, monitoring and reporting techniques</p> <p>Proven experience and ability to quickly aggregate, analyse and report a range of information into a coherent picture of project performance and status</p> <p>Numerate and able to interpret numerical data quickly and effectively</p> <p>Understanding of Local Government structures and services</p> <p>Awareness of economic and skills projects and activities</p>	<p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AI</p>
	Skills	
 	<p>Effective communication (verbal, written, listening) skills</p> <p>Intermediate planning, monitoring and reporting skills</p> <p>Excellent ICT skills including Microsoft desktop suite</p>	<p>AI</p> <p>AI</p> <p>AI</p>

	<p>A Team Player who can support others and quickly build effective working relationships</p> <p>Ability to build and manage credible stakeholder relationships with people from varying professional backgrounds, both internally and externally</p> <p>Ability to travel across the County to attend property sites</p>	<p>AI</p> <p>AI</p> <p>AI</p>
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*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300