# 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 emergency planning function's purpose is to ensure arrangements are in place for responding to and recovering from incidents, and meeting statutory obligations such as:

- Assessing local risks

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- Ensure emergency plans are in place and validated

- Business Continuity Management arrangements are embedded in the organisation and exercised to validate

- Communicate with the public about risks and emergencies and share risk information and co-operate with other local responders

- Provide adequate training and exercising to all emergency planning role holders

## About the Role

The Project Support Officer will be required to work across the Emergency Planning Function to ensure compliance with the requirements of the Civil Contingencies Act and other relevant legislation.

The role will provide project plans and assist in the effective management of programmes by monitoring and reporting on project activities, timescales, budgets and resources. The role will also manage the delivery of routine projects.

## Reporting Relationships

**Responsible to:** Head of Registration Services and Emergency Planning

**Responsible for: N/A**

## Key Accountabilities:

1. Responsible for providing programmes and project plans for the main elements of the Emergency Planning functions, including, training and exercising, response and recovery and business continuity projects.

2. Assist in the effective management of programmes by monitoring and reporting on project activities timescales, budgets and resources.

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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 emergency planning and organisation wide 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 a senior officer, manage and deliver routine projects to ensure delivery of the core functions of emergency planning in compliance with relevant legislation.

9. Responsible for ensuring the project's emergency planning obligations are understood and carried out to limit and mitigate risks and that projects comply with relevant Civil Contingencies and other associated legislation.

**Other Information**

This post is designated as a casual car user.

This post has no political restriction.

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**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.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**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.

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**Person Specification**

A = Assessed at Application
I = Assessed at Interview
T = Assessed through Test

| Minimum Criteria for Disability Confident Scheme * | Criteria | Measured by |
|---|---|---|
| disability confident EMPLOYER | **Qualifications/Professional membership** <br><br> • Relevant NVQ level 3 or equivalent qualification / level of experience for this type of role | A |
| disability confident EMPLOYER <br><br> disability confident EMPLOYER | **Knowledge and Experience** <br><br> • Working knowledge and awareness of project methodologies, planning processes and techniques and change methodologies <br> • Experience in programme and project planning, monitoring and reporting techniques <br> • Proven experience and ability to quickly aggregate, analyse and report a range of information into a coherent picture of project performance and status <br> • Numerate and able to interpret numerical data quickly and effectively <br> • Understanding of Local Government structures and services <br> • Awareness of emergency planning projects and activities | A/I <br><br> A/I <br><br> A/I <br><br> A/I <br><br> A/I <br><br> A/I |
| disability confident EMPLOYER <br><br> disability confident EMPLOYER | **Skills** <br><br> • Effective communication (verbal, written, listening) skills <br> • Intermediate planning, monitoring and reporting skills <br> • Effective ICT skills including Microsoft desktop suite <br> • Interpersonal skills – a team player who can support others and quickly build effective working relationships | A/I <br><br> A/I <br><br> A/I <br><br> A/I |

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| | • Ability to build and manage credible stakeholder relationships with people from varying professional backgrounds, both internally and externally | A/I |
|---|---|---|
| | | |

\*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

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