Job Title 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

Directorate Purpose and Values:

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the County Council’s Economy, Infrastructure and Skills Directorate (EIS). The vision for EIS is to help Staffordshire’s economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

Service Purpose:

Skills & Employability purpose 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:

* Ensuring provision of a wide range of high-quality learning opportunities to reflect identified local needs and wishes of Staffordshire’s ‘16+’ residents, by enabling provider partnerships and through direct delivery.
* Providing support, with a focus on targeted groups, to improve participation in learning across Staffordshire.
* Ensuring provision of work-related experience and advice to increase the employability of targeted groups and/or individuals.
* Working with providers and partners to ensure that Staffordshire’s social, employment and economic skills demands are met.

**About the Role**

The Project Support Officer will be required to work across the Skills & Employability service to provide project plans, to assist in the effective management of programmes by monitoring and reporting on project activities, timescales, budgets and resources.

Reporting Relationships

Responsible to: Skills Strategy Programme Manager

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.

**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.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Relevant NVQ level 3 or equivalent qualification / level of experience for this type of role | A |
| **employer_small** | **Knowledge and Experience**   * Working knowledge and awareness of project methodologies, planning processes and techniques and change methodologies * Experience in programme and project planning, monitoring and reporting techniques * Proven experience and ability to quickly aggregate, analyse and report a range of information into a coherent picture of project performance and status * Numerate and able to interpret numerical data quickly and effectively * Understanding of Local Government structures and services * Awareness of economic and skills projects and activities | A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * Effective communication (verbal, written, listening) skills * Intermediate planning, monitoring and reporting skills * Excellent ICT skills including Microsoft desktop suite * A Team Player who can support others and quickly build effective working relationships * Ability to build and manage credible stakeholder relationships with people from varying professional backgrounds, both internally and externally * Ability to travel across the County to attend property sites   This post is designated as a casual car user | A/I  A/I  A/I  A/I  A/I  A/I |

**employer_small** 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.

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