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 Staffordshire Centre for Data Analytics (SCDA) is a partnership currently consisting of Staffordshire County Council, Staffordshire Police and Keele University.

The centre focuses on collaboration that enhances our analytical capabilities, ensures our projects are informed by the latest academic insights and fosters

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innovation to driving impactful solutions. This focus allows the SCDA to meet the primary aim of enhancing the quality of life and well-being of Staffordshire communities.

The SCDA's vision is to establish itself as a centre of excellence, leading the way in addressing public sector challenges through innovative research, data analytics and collaborative working. We will construct a space for creative ideas and shared resources to develop new, exciting and innovative solutions to our shared challenges. We will harness the power of emerging technologies and techniques, and invite others to join us on this journey, tapping into the extensive skills and knowledge across our county.

The SCDA provides unique, data informed, actionable insights to partner organisations to improve the lives of people in Staffordshire. In addition to research projects, the centre is launching three components covering Data & the Future, Talent Mobility and the Collaboration Hub.

About the Role

The Project Support Officer will be required to provide a timely and impartial view of project status and progress, in some instances through direct responsibility for projects or associated activities and tasks.

Reporting Relationships

Responsible to: SCDA Programme Lead

Key Accountabilities:

Driving and supporting project performance management by:

1. Tracking and reporting on progress of agreed research projects against project plans, the pipeline process and agreed Key Performance Indicators.

2. Monitoring and reporting on project timescales, resources and benefits realisation.

3. Developing, monitoring and maintaining internal systems, including reporting on whether required actions have been carried out to ensure effective project delivery.

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4. Establishing consistent quality control, practices, standards and appropriate project governance, including project planning, reporting, analysing risks and maintaining project risk registers.

5. Ensuring project status, issues and risks are communicated to relevant officers / boards to ensure the effective resolution and timely delivery of projects.

6. Assisting with the production of proposals to support the development of research projects by completing ad-hoc research and collating relevant data and insight.

7. Assisting the Programme Lead and Research Lead 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 Programme Lead, managing and delivering routine projects.

9. Building positive, collaborative working relationships with a range of stakeholders across Staffordshire who play an active role in the success of the Centre. Participating in structured and unstructured project meetings, workshops and other events and facilitating where appropriate.

10. Understanding and applying relevant information governance principles in the design and delivery of projects, including consideration of data protection and data ethics. Ensuring the completion of a quarterly data review as required.

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 with very occasional national requirements.

This post has no political restriction.

Professional Accountabilities:

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

Financial Management

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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** • Educated to A-Level standard or equivalent experience.	A
disability confident EMPLOYER disability confident EMPLOYER disability confident EMPLOYER disability confident EMPLOYER	**Knowledge and Experience** • Working knowledge and awareness of project methodologies, planning processes and techniques. • Experience in 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 • Ability to build credible relationships and networks with stakeholders and managers from varying professional backgrounds. • Ability to deal with a range of issues and conflicting demands linked to tight deadlines. • Ability to organise and facilitate structured workshops, meetings and other similar gatherings.	A/I A/I A/I A/I A/I A/I A/I
disability confident EMPLOYER disability confident EMPLOYER disability confident EMPLOYER disability confident EMPLOYER disability confident EMPLOYER	**Skills** • Effective communication (verbal, written, listening) skills • Effective planning, monitoring and reporting skills. • ICT skills including Microsoft desktop suite. • Effective data analysis and manipulation skills. • Ability to build and manage credible stakeholder relationships with people from varying professional backgrounds, both internally and externally.	A/I A/I A/I A/I A/I

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	• Ability to demonstrate being self-sufficient, occasionally requiring local support, but capable of identifying relevant sources of assistance. • Ability to maintain confidentiality and an awareness of the importance of data protection. • A team player with a positive can-do attitude and focus on delivery.	

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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