

Job Details

Job Title:	CORPORATE PROJECT OFFICER
Post Number:	POST001254
Directorate:	Environmental and Community Services
Section:	Corporate Project Team
Post Grade:	Tier: 4, Grade: G
Responsible to:	Corporate Project Manager
Responsible for:	N/A

Job Purpose

- Supporting the Corporate Project Manager to deliver corporate projects.
 - To assist in defining project objectives, identifying and overseeing activity required to deliver objectives, produce relevant project documentation, undertake business analysis work, monitor and drive progress and ensure the realisation of project benefits.
 - To undertake specific corporate projects as required.
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Main Responsibilities

- Support various corporate projects and lead on smaller projects to deliver on time and within agreed budgets.
- Organise and assist in the project management meetings led by the Project Sponsor or Corporate Project Manager.
- Help managers deploy and co-ordinate resources effectively, ensuring that project/initiative necessities are fully identified.
- Undertake research, collect and analyse data, identify issues and present findings.

- Create, maintain and monitor project management documentation including project initiation documents, risk and issues logs, communication plans, 'go live' criteria and benefit realisation plans.
 - Support the procurement of services in cooperation with managers and Procurement Services as required for project delivery.
 - Work with consultants or third parties involved in projects.
 - Provide support to help managers undertake service/process reviews and make recommendations for change as required.
 - Interpret data and present findings, identify issues and actions to resolve challenges.
 - Undertake business analysis work including for example process mapping 'as is' and 'to be' systems.
 - Work closely with key stakeholders as necessary.
 - Help ensure that regular reporting arrangements are in place to keep Project Sponsors and other key stakeholders informed.
 - Support post implementation review of projects to ensure benefits have been realised and any lessons can be learned.
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Decision making

- Monitor activity on projects and act accordingly. Where activity is not completed to the agreed standard and make recommendations to the Corporate Project Manager or senior management as appropriate.
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Financial Responsibilities

- Manage the programme budget for specific projects and provide documentation for budget holder/Committee approval if required.
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Key Contacts / Relationships

- Project lead, service specific teams related to the projects, other agencies, partner organisations, contractors, Procurement.

STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: **Director of Resources**

Date: **22 March 2024**

Version: **1.0**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: CORPORATE PROJECT OFFICER

Post Number: POST001254

EXPERIENCE

Essential Criteria

- Experience of delivering projects on time and within budget. A/I/T
- Demonstrable project management delivery experience preferably in the public sector. A/I
- Ability to identify and implement solutions to issues and be a champion of change. A/I/T

Desirable Criteria

- Project management delivery experience acting on behalf of a local authority. A/I/T
 - Experience in delivering projects with IT dimension. A/I/T
 - Experience of process mapping and other business analyst techniques. A/I/T
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QUALIFICATIONS

Essential Criteria

- PRINCE2 Practitioner level project management qualification or working towards a project management qualification or significant equivalent experience. A/I/D

Desirable Criteria

- Degree educated or with a relevant professional qualification, with evidence of continued professional development. A/I/D
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SKILLS & KNOWLEDGE

Essential Criteria

- Experience of influencing, developing and maintaining constructive relationships, with key stakeholders including colleagues, partners, contractors & Government departments. A/I/T
- Strong knowledge of all project management principles. A/I/T
- Comprehensive understanding of project/programme management methodologies such as PRINCE2 and/or the techniques involved in managing projects. A/I/T
- Excellent written and verbal presentation skills and the ability to clearly present project management concepts to a variety of audiences. A/I/T
- Able to engage with a range of internal and external stakeholders in the production of reports, information and communications. A/I

- Ability to build and maintain good working relationships with a range of stakeholders. A/I
- Experience of data analysis and the presentation of results in a range of reports. A/I
- Excellent Microsoft Office skills including PowerPoint, Word, Excel. A/I

Desirable Criteria

- Technical knowledge of the ICT/digital systems. A/I
- Experience of business change/transformation. A/I

OTHER REQUIREMENTS

Essential Criteria

- Current driving licence and access to a vehicle. A/D
- Capacity to work occasional evenings. A/I

ASSESSMENT KEY:

A Application | / Interview | T Test | D Documentation

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