JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Project Support Officer	**Directorate**: Regional Growth & Investment
Section: Infrastructure Development	**Reporting to**: Head of Infrastructure Development
Grade: Grade 7	**Hours per Week:** 37
Post Number:	**Number of Employees** **Reporting to Post**: N/A
Special Conditions: Travelling across the Cardiff Capital Region. Weekend and evening working may be required	**Location of Post**: Office/Home/Field working. Agile working is a key feature and expectation of this role.

Job Purpose:

To oversee the ongoing implementation, monitoring and review process of the programmes while working within identified budgets and timeframes and ensuring all Fund parameters are identified and met.

Duties and Responsibilities

Job Specific Responsibilities

- To assist in the management and implementation of Projects and Programmes across the Cardiff Capital Region.
- To lead on the day-to-day delivery of grant funding including maintaining the robust performance monitoring and ensuring each project is meeting both statutory and grant requirements.
- Manage the successful partnership arrangements across ten Local Authorities, fund advisors and business.
- To provide support to Local Authorities and nominated delivery partners to ensure that successful outcomes are achieved.
- Develop regular update reports and programme information to CCR Committees, Investment Panel, the Delivery & Performance Team and other relevant advisory bodies and committees, as required.
- To support the production of quarterly performance reports which include a 'RAG' status to help inform senior managers of emerging or priority issues related to the programme.

- Coordinating and maintaining stakeholder engagement, development, and maintenance of partnerships – new and existing – and building relationships with those able to help accelerate the CCR policy and delivery agenda.

- To maintain an effective Risk Register and assist in identifying key delivery risks associated with any of the strategic schemes within the programme and provide appropriate mitigating measures.

- Co-ordination of benefits realisation for the projects and programmes.

- Work with the wider CCR team to support the development of a prioritised programme of Infrastructure development for the CCR.

- To undertake any duties as required from time to time by the Programme Manager Property.

Corporate Requirements

- Equalities: To participate actively in supporting CCR in meeting its regional and corporate objectives, as set out in the Strategic Equality Plan.

- Health and Safety: To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.

- Operating Framework: CCR is governed by its constitution and this role must operate within the parameters laid out within it at all times, ensuring the organisation is transparent, accountable and efficient - Constitution - Cardiff Capital Region

- Policy: To support CCR in the development and delivery of its core corporate duties, including the Regional Economic and Industrial Plan, the Strategic Business Plan, the Annual Business Plan and CCR's wider policy framework - Our Policies and Procedures - Cardiff Capital Region.

- Programme: Work with the core CCR functions of Finance, Delivery & Performance and the Policy & Impact Team to ensure that all investments made through the role are actively managed (including financial, risk and policy compliance) and monitored appropriately to ensure that outputs outcomes are reported in line with requirements.

- As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

- To, as a statutory duty, adhere to the Council's Corporate Safeguarding Policy and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. In order to support you in this, you are required to access safeguarding training at the level which is relevant to this post.

- As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

- Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.

DATE COMPLETED: _____ AGREED BY: _____ (Recruiting Manager)

Date Received by Post holder: _____

Signature of Post holder: _____

Person Specification

Job Title: Programme Officer HVGF

Post Number:

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Area to be Demonstrated	**Essential Requirements** YOU **MUST** DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS	**Desirable Requirements** YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US	**How Assessed Application Form or Interview or Both**
Competencies (as per Behavioural Competency Framework)	• Putting Our Customers First – ***Level 3*** • Getting Things Done – ***Level 3*** • Taking Personal Responsibility – ***Level 3*** • Seeking to understand others and treating them with respect – ***Level 2***		Application Form & Interview
Education & Training		Degree or equivalent in relevant subject, albeit real life practical experience will also be a key demonstrable in this regard	Application Form & Certification where required
Experience / Knowledge	Experience of supporting project management for projects with multi million pound budgets Experience of working effectively in a multi-partner environment with knowledge and understanding of working in a political organisation Experience in delivering projects with an understanding of the market, key organisations, partners and delivery vehicles	Knowledge of the economy and the practice of regional economic development Ability to speak Welsh Good understanding of strengths, weaknesses, threats and opportunities of regional working and the opportunities for the future Understanding of principles and practice of business case development	Application Form and Interview

	Thorough understanding of public investment and governance structures and frameworks		
Skills and Abilities	Willing to engage with new ideas and looks for ways to make them work and develop Excellent communication skills, both written and oral and a high level of inter-personal skills Competent in the use of IT including Microsoft Word, Excel, Outlook and PowerPoint, websites	Proficient in discussing technical issues in non-technical language Ability to analyse and summarise complex documents and data.	Application Form and Interview
Personal Attributes	The motivation and resourcefulness to operate in an environment of constant change and transformation Have an attention to detail to enable the production of high-quality work Ability to be sensitive to a wide range of viewpoints and seek consensus Ability to work under pressure and to tight deadlines, to influence and achieve outcomes Self-motivated and able to work both independently and as part of a team		Interview
Special Circumstances	Out-of-hours working	Full valid driving licence	Application Form and Interview