

Northumberland County Council
JOB DESCRIPTION

Post Title:	Project Support Officer	Service: Children Services	Office Use								
Band:		Workplace: County Hall, Morpeth	JE ref:								
Responsible to:	Schools Capital and Organisation Manager	Date: December 2015	Manager Level:								
Job Purpose:	Support the successful implementation and delivery of the Council's capital programme										
Resources	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Staff</td> <td>Frequent management/direction of apprentices, contractors, and suppliers</td> </tr> <tr> <td>Finance</td> <td>Contributing to the efficient and effective running of the programme and projects team, processing invoices, cost-benefit analysis.</td> </tr> <tr> <td>Physical</td> <td>Maintain key programme and project systems</td> </tr> <tr> <td>Clients</td> <td>Ensure compliance with relevant legislation, council policies and procedures. Elected members, directors, services and private sector organisations, community groups.</td> </tr> </table>			Staff	Frequent management/direction of apprentices, contractors, and suppliers	Finance	Contributing to the efficient and effective running of the programme and projects team, processing invoices, cost-benefit analysis.	Physical	Maintain key programme and project systems	Clients	Ensure compliance with relevant legislation, council policies and procedures. Elected members, directors, services and private sector organisations, community groups.
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Duties and key result areas:											
<ol style="list-style-type: none"> 1. Manage and coordinate, as appropriate, the delivery of a variety of projects in line with Children Services Capital programme and wider corporate projects for Morpeth and Ponteland. 2. Ensure effective project management and communication systems are developed and maintained in line with the requirements of the service as a whole 3. Lead on selected projects and be responsible for writing associated reports or briefing notes and for the presentation of results 4. Develop and coordinate, as appropriate, the implementation of Lean Thinking to deliver more efficient and effective business processes and working practices. 5. Identify and support opportunities and facilitate improvements in organisational efficiency 6. Collect, collate and analyse information and data, as appropriate, to inform and support decision making 7. Develop and maintain appropriate work records to the required service standards, observing data protection, privacy and confidentiality rules and procedures 8. Provide support to relevant officers across the Council in developing and implementing effective projects and support managers to embrace an ethos of continuous improvement. 9. Develop and maintain positive collaborative relationships with all relevant internal and external stakeholders, contractor and suppliers to ensure the successful delivery and implementation of projects within deadlines 10. Ensure effective spend against allocated budgets and compliance with financial procedures and regulations. 11. Where necessary, manage allocated staff, ensuring that all aspects of supervision, workload allocation, monitoring of work standards, motivation and personal development of staff are properly addressed. 12. Support the work of the service to ensure that change processes, programme and project management methodologies and business support arrangements are effectively and consistently embedded across the Council. 13. Actively promote and represent the interests of the County Council in relation to service activities and policies at local, regional and national level, as appropriate. 14. Attend and contribute to relevant committees, meetings, seminars and participate in task groups as required. <p>The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>											
Work Arrangements											
Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.										
Transport requirements:	Will involve travel to meeting venues, construction sites, area offices or training venues throughout the County and further a field on occasion.										
Working patterns:	Normal office hours but flexi-hours may apply if colleagues provide cover. Possible attendance at evening and weekend meetings.										

Working conditions:

Mainly indoors

Northumberland County Council
PERSON SPECIFICATION

Post Title: Project Support Officer		Service: Children Services	Ref: 1954
Essential	Desirable	Assess by	
Qualifications and Knowledge			
NVQ Level 3 or equivalent standard of general education. Relevant professional qualification. In-depth knowledge of the main theory, procedural and practical issues relating to the service e.g. Project Management, LEAN Methodology, Continuous Improvement Knowledge of relevant policies, procedures, trends, developments and best practice Commercial awareness and understanding of the relationship between costs, quality, customer care and performance. Evidence of continued professional development.		Evidence of recent and relevant management training. Relevant management degree or post-graduate diploma e.g. MBA, DMS. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.	
Experience			
Recent and relevant post qualification experience in a relevant context. experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations. Experience in developing and maintaining excellent collaborative relationships with all relevant internal and external stakeholders Relevant experience in designing and drafting policies, procedures and other technical documents in relation to project management. Experience in managing projects to successfully achieve set objectives.		Experience in a particular relevant specialist area. Supervising staff and their productivity.	
Skills and competencies			
Advanced IT skills and able to effectively use ITC to achieve work objectives. Excellent analytical /reasoning and planning skills Prepares written, verbal and other media to best professional standards. Effectively expresses views using appropriate means depending upon the audience. Persistence in applying a methodical approach to problem solving and root cause analysis Proven record of excellent people skills, including good communication and interpersonal skills Is an effective advocate for the service both internally and externally. Maintains a professional demeanour in stressful and difficult situations. Good negotiation and communication skills and able to persuade others to adopt an alternative point of view.		Advanced skills in Microsoft Office.	
Physical, mental, emotional and environmental demands			
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration. Regular contact with public/clients in dispute with the County Council. Some exposure to working outdoors, particular in relation to construction sites.			
Motivation			
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued.			

Proactive and achievement orientated
Works with little direct supervision.

Other

Able to meet the transport requirements of the post

Key to assessment methods: (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others
e.g. case studies/visits