


Job Description

Department:	ITDS
Division/Section:	Corporate Services
Job Title:	Project Support Officer
Post No:	
Grade:	Grade 9
Reports to:	Programme Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	Subject to consultation <div style="text-align: center;">  <pre> graph TD PM[Programme Manager] --> PS[Project Support] </pre> </div>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/>

	No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget: (Per annum)	
Job Purpose:	<p>Reporting into the Programme Manager, as the Project Support Officer, your key purpose is to enable the smooth running of projects by supporting the Project Managers & Senior Project Support Officer through the operation of project management processes, and the co-ordination of business management actions and activities.</p> <p>The postholder will be required to communicate well across project/programme stakeholders, within the Programme Team, staff groups, partner organisations and stakeholder groups within directorates</p> <p>A key function of the role will be to support the Gating process for all projects within projects and programmes and to ensure project members fully utilise the project system</p>

Main Duties and Responsibilities:

Main accountabilities
<p>Project Management / Support Expertise</p> <ul style="list-style-type: none"> Supporting teams across the IT & Digital delivery programme to oversee the effective delivery across a range of projects. Co-ordinate the production of all reports and produce project summary reports and ensuring all documentation is maintained in the project systems. Assist the Project Manager in the production and maintenance of project plans. Assist Project Managers and members of the team with the updating and maintenance of the Risk and Issue register for projects. Provide project and administrative support to the team in the delivery of projects to budget, quality and time Prepare the updated comms for projects/programmes progress. Advise and assist project team members in the application of project procedures, disciplines and recording and reporting standards. Ensure the agreed project management methods, standards and processes are maintained throughout the project lifecycle. Contribute to the ongoing development and continuous improvement of programme and project capabilities Ensure all members of the project team have made necessary updates and contributions, including Risk and Issue reporting, monthly highlights and financial updates within the project systems Overseeing project closure and lessons learned documentation.
<p>Partnership Working</p> <ul style="list-style-type: none"> Support the Programme Manager/Programme Lead and Project Managers with effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, voluntary and private sector organisations in Peterborough, in order to ensure the appropriate level of co-ordination and integration of

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<p>services that will achieve service objectives and secure optimum cost-effective joined-up working.</p> <ul style="list-style-type: none"> • Ensure the regular and timely exchange of relevant information with internal and external stakeholders in order to ensure a mutual awareness. • Support the Programme Manager/Programme Lead and Project Managers by keeping Customers, stakeholder groups and councillors fully updated of work programmes. • Comply with policies and systems to ensure that feedback from customers, partners, stakeholders and employees can be evaluated such that appropriate action can be taken to provide continuous improvement. 	
<p>Project Support/Administration</p> <ul style="list-style-type: none"> • Setting forward agendas and collating and distributing the various materials within deadlines. • Support project/programme meetings by organising the meeting, preparing papers, taking notes, producing meeting minutes and recording actions • Ensure all formal papers for committees are reviewed and signed off through the appropriate governance. • Support the preparation of papers for the Gating process to ensure projects are progressed through the project systems. • Use a variety of communication styles to effectively converse with all stakeholders on a regular basis. 	
<p>Financial, Contract and Risk Management</p> <ul style="list-style-type: none"> • Recording project spend and contribute to the compilation of budgets and the development of the business case. • Assist in establishing benefits log and monitoring benefits realisation. • Assist with the project and financial report monitoring on a monthly basis and identifying expenditure shortfalls, working with Project Managers • Understand the requirements of all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects and work programmes. • Record and document contractual processes, commissioning reports and briefs. 	
<p>Other</p> <ul style="list-style-type: none"> • Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post. 	
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. 	
Generic Responsibilities:	<p>To carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

	In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.
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DATE:

COMPLETED BY: