

JOB PROFILE

Job Title:	Project Officer	
Department:	Childrens Services	Service: Commissioning and Transformation
Job Family:	Policy and Performance	Job grade: 9
Benchmark ref: 0438		

Purpose of this role:

Provide support for the Holiday Activities and Food Project and a range of projects and initiatives as required, within Children's Services to achieve service improvements, efficiencies, access to services and deliver budget savings.

Undertake research, analyse and present information and reports, monitor and review performance and assist in the development of new initiatives to implement change across a range of commissioned services.

Key relationships:

Line Managed by Programme Manager (HAF)

- Working collaboratively with employees across Children's Services
- Building effective relationships with external partners and agencies
- Consultation with children and families
- Developing links with local people, community groups and voluntary organisations

Key result areas include:

- Provide support primarily for the HAF project and other projects and initiatives, to deliver the agreed programme of work that will create efficiencies in services and best value within agreed timescales.
- Through consultation with a range of stakeholders, support the development of alternative approaches to service provision and assist in the delivery and implementation of projects and initiatives.
- Develop and maintain links and networking arrangements with multiple stakeholders to enable project plans and initiatives to be achieved, providing timely communications and recording of stakeholder views and feedback.
- Support the development and implementation of policies and initiatives, that further Departmental plans to maximise resources against ever-challenging budget provision, often shifting from funded services to services being provided in partnership with appropriate providers and agencies
- Assist in the development and maintenance of data capture, analysis, and reports for a range of audiences to support robust documentation and successful implementation of specific projects

General Responsibilities:

Equality and Diversity

Actively support the Council's Equality and Diversity policy.

Health and Safety

Ensure own compliance with the Council's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Identify opportunities and risks associated with the service and escalate/report to management.

Information Security

Comply with the Council's policies on information security including the ICT Security Policy, Internet and Email Policy and Safe Haven Guidance.

PERSON PROFILE

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	Essential	Desirable	Evidence
Experience	<p>Use of research, analytical and presentation skills to contribute towards the diagnosis of problems/issues and the identification of solutions and recommendations</p> <p>Experience of supporting project delivery to tight timescales</p> <p>Experience of consulting with varied stakeholders, on sensitive issues</p> <p>Demonstrable record of achieving results through partnership working</p> <p>Preparation of reports for various audiences</p>	<p>Experience of managing delivery of holiday/ out of school activities for children and young people</p> <p>Involvement in multi-agency working, including the voluntary and independent sector</p>	A I
Skills and knowledge	<p>Proven ability to use a range of software packages, for example MS Word, MS Excel, MSVisio, MSproject to store, manipulate and present data in a range of formats</p> <p>Understanding of the contribution that effective project management contributes to organisational performance when transforming a product or service to be more cost effective or self funded</p> <p>Knowledge of project management skills, methodologies, lifecycle and techniques for data collection, managing datasets and ensuring</p>	<p>Procurement or financial procedures</p> <p>Knowledge of Dept for Education Holiday Activity and Food Programme or other similar programmes</p>	A I

For recruitment purposes only		Date:	
	<p>data quality</p> <p>Ability to research, analyse and present information based on good quality data, in a variety of formats.</p> <p>Problem solving, numeric and literacy skills</p> <p>Budget tracking and reporting</p>		
Personal Effectiveness	<p>Ability to work effectively and flexibly as part of a team with both internal and external stakeholders</p> <p>Ability to communicate effectively to a range of individuals and audiences, in writing and verbally</p> <p>Proven ability to work independently to deliver tasks within agreed timescales and resources, and often to tight deadlines</p> <p>Willingness to travel, as required</p>		A I
Qualifications	NVQ Level 3, or equivalent, in a related subject such as business management	Project Management qualification	D

Assessed by: A = Application form I = Interview T = Test D = Documentary Evidence

Updated: March 2019