

PROJECT OFFICER

Role Profile



Title	Project Officer	
Grade	GRADE E	
Reference:	N640	
Reports to:	Transformation Architecture Manager	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Semi Professional	
Primary purpose of role	To support the effective and efficient delivery of the Transformation Service by providing project management and/or business analysis support the delivery of change projects.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ Ensure medium/low risk, projects are developed and managed to the required quality, on time and within budget, effectively managing risks, issues, benefits, dependencies, stakeholders, through their full lifecycle according to agreed PCC project management standards. (40%) ▪ Ensure standard business analysis functions like requirements capture and prioritisation or business process design are completed to agreed standards. (40%) ▪ Responsible for ensuring stakeholders are fully informed and effectively communicated with to aid delivery of project. (20%) 	Role measures <ul style="list-style-type: none"> ▪ The Project and team are managed on a daily basis delivering the required products within the constraints agreed with the Project Board. ▪ Standard systems and tools used effectively. ▪ Project delivered to agreed cost, time and quality. ▪ Business analysis deliverables completed on time and at the required quality. ▪ Project outputs delivered. ▪ All governance requirements met.
Key activities	<ul style="list-style-type: none"> ▪ Estimate and forecasting of project deliverables at outset of, medium/low risk, projects. (10%) ▪ Develop outline and full business case and other necessary documentation for multiple, medium/low risk projects. (25%) ▪ Report progress of projects as agreed within governance arrangement and at required intervals in line with standards set out by the Portfolio Office. (10%) ▪ Use the required systems and tools to undertake effective project 	

	<p>management. (10%)</p> <ul style="list-style-type: none"> ▪ Within their allocated projects, manages risk, issues, dependencies, resources, budgets, benefits, lessons learned, stakeholders and other relevant areas. (15 %) ▪ Perform process design, requirements capture/analysis and/or other non-specialist business analysis (15%) ▪ Monitor budgets (up to £250k) and resources allocated to projects, monitoring the expenditures and costs against delivered and realised benefits as the project progresses. (15%) ▪ Undertake other duties appropriate to the grade of the post including the provision of guidance and support to others in the team.
Essential qualifications/knowledge	<ul style="list-style-type: none"> ▪ GCSE A*- C (9-4) English and Maths. ▪ Knowledge of budget management.
Desirable qualifications/knowledge	<ul style="list-style-type: none"> ▪ Prince 2 Foundation. ▪ Change Management qualification. ▪ Knowledge and experience of using the following procedures or similar – Microsoft Project Server (or similar) Align, SharePoint, Microsoft Project and other systems used in project management.
Essential experience	<ul style="list-style-type: none"> ▪ Understanding stakeholder requirements. ▪ Delivering customer needs effectively. ▪ Can plan, schedule and prioritise activities for self and others.
Desirable experience	<ul style="list-style-type: none"> ▪ Managing change ▪ Using Prince 2 methodology in project management.
Essential skills	<ul style="list-style-type: none"> ▪ Excellent communication skills required. ▪ Planning and organisational skills. ▪ Use of Microsoft Word, Excel, PowerPoint and Outlook.
Corporate standards	
<ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	