

Job Description

Job Title	Project Officer
Grade	PO12
Reporting To	Programme Manager
JD Ref	CSUP0158P

Purpose

Manage and ensure the effective use of project management across the regional commissioning managers workstreams.; to take a lead and negotiate in the prioritisation of tasks in the event of conflicting demands; taking a lead role in the development and implementation of programme / project management standards and structured methodologies; to assist in the delivery of a vision for change that supports the Merseyside and Cheshire's business objectives and ensures the effective use of ICT, financial and staffing resources.

Manage delivery of the strategic market reform programme of works on behalf of the region, ensuring that all projects are authorised, business cased, funded, and resourced within the specified tolerances of time, quality, scope, risk and benefits.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Create and manage deliverable based end-to-end plans that cut across multiple functions, taking corrective action where necessary.
- Ensure critical success factors perceived by key stakeholders are considered and managed on an ongoing basis, managing stakeholder expectations in line with the realistic prognosis for the project.
- To ensure project risk exposure is understood by key stakeholders and is being proactively Managed.
- To support the resource strategy of the Programme Management Offices across the region to ensure the right skills are available at the right time for local projects and to manage utilisation

at appropriate levels.

- Support negotiations with third party suppliers to control the effective delivery of third-party solutions to the Council and to influence third party suppliers to ensure solutions are tailored to meet requirements.

Communication, Engagement and Training:

- Ensure there is a clear agreement in relation to the objectives, required outcomes, business impacts, delivery approach, risk trade off and sequence of initiatives to be delivered.
- Produce and maintain project & programme documentation to agreed standards for delivery to the Programme and Project Boards.

Data Analysis and Decision-Making:

- Contribute significantly to the development of a budgetary framework that supports more integrated working, shared commissioning, partnership working and alternative delivery models, including the development of costing and charging methodologies.

Performance Management:

- Report progress, insights and prognosis on projects through defined governance mechanisms; advising immediately if tolerance levels are breached.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Degree level

Desirable

- Management of Successful Programmes (MSP).
- Management of Risk (M_o_R) or equivalent risk management qualification.
- PRINCE 2 Practitioner level or equivalent

Knowledge & Skills

- Programme and Project planning, monitoring and reporting techniques.
- Sound ICT skills with ability to use software tools for scheduling, resource management, reporting, analysis and communication.
- Strong ability to quickly identify, understand and resolve issues and risks in a structured and defined project environment.



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- Excellent (verbal, written, listening) communication skills.
- Strong and effective leadership skills with the ability to motivate others.
- Flexible, organised, solutions focused with good analytical and problem-solving skills.
- Effective time management with the ability to work to tight deadlines, balance conflicting priorities and manage own workload. Knowledge of children's services
- Highly motivated and capable of motivating and supporting others in the project team.
- Excellent interpersonal and negotiation skills, sound emotional intelligence with the ability to thrive in.
- Strong decision-making skills with the ability to lead during times of ambiguity.

Desirable

- A sound understanding of local government and the transformation agenda.
- A sound understanding of the wider public sector.
- Knowledge and /or experience of other project management methodologies (agile, waterfall etc).

Experience

- Managing concurrent projects in a programme of works involving multi-disciplined teams.
- Successful delivery of projects using effective work planning, resource allocation, and monitoring techniques across multiple teams.
- Sound knowledge and experience of using and applying structured programme management methodology.
- Experience of dealing with and influencing senior managers and elected members.
- Able to take responsibility for tasks and delivering results.
- Able to work with colleagues, partners and stakeholders to build commitment and strengthen collaboration to support the delivery of effective Council services.

Desirable

- Experience of working within portfolio, programme and project offices (P3O) or Programme Management office (PMO).
- Experience of implementing alternative delivery models within the local government sector.
- Experience of the procurement and tendering process.
- Experience of client liaison and negotiation with third party suppliers.
- Experience of working within public sector partnerships



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Additional Information

Ability to travel across the Merseyside and Cheshire region and work from various locations.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Head of Service

Date Of Approval: 24.11.2022



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