

ROLE PROFILE

Job Title:	Project Officer	Job Code:	<i>To be added by HR</i>
Directorate:	Adult Skills Fund	Version:	1.0
Reports to:	ASF Senior Programme Manager	Date Created:	May 2024
No. of direct reports:		Grade:	Reference: 14 Grade E
No. of employees:	2	Budget:	

JOB PURPOSE

To facilitate the implementation, design, and ongoing delivery of the new devolved Adult Skills Fund (ASF) for 2025/26 academic year go live cross-Council/EMCCA and cross-organisational and departmental change projects within defined corporate programmes. To drive and support cross-Council and wider public sector systemic change and to ensure delivery of efficient, cost-effective services with improved resident experience.

OUR VALUES

We have proactively become a values-based organisation from the outset. In conjunction with our operational ethos emphasizing the importance of people, processes, and outcomes, we embrace continual improvement, and are guided by four core values supported by a behaviour framework:

We Lift Our Region | We Work Together | We Make an Impact | We Are Human

These values shape our culture, influence expected conduct, how we work and interact with each other and our stakeholders, fostering positivity, and supporting the achievement of our goals and progress together.

ORGANISATIONAL LANDSCAPE

Our Mission

We will be driven by our mission to ensure long-term systemic impact. Created by and for the benefit of our people, businesses, and places in the East Midlands area.

Our Vision

We will make our region more prosperous, sustainable, and fairer, helping our people and businesses to create and seize opportunities.

We are built on a foundation of systems leadership and partnership working.

MAIN DUTIES AND RESPONSIBILITIES

Role specific

Key Responsibilities

- To plan and deliver small and medium sized projects or larger workstreams, that support cross-Council / EMCCA and departmental change to the appropriate levels of quality, time, implementation budget and performance with minimal supervision.
- To monitor the progress of a project or workstream against agreed and documented time and budget targets while ensuring appropriate quality standards are maintained.
- Initiate, develop, and maintain a suite of key project documents, proportionately appropriate to the scale and approach of the project, to evidence project outputs, project outcomes and cashable and non-cashable benefits and methods of delivery.
- To facilitate system improvement and development. To include, mapping current and proposed future processes with stakeholder engagement and buy-in, to a level of detail that supports new ways of working. Gather and document business processes and change requirements, in sometimes ambiguous contexts, to plan and deliver the appropriate change activities.
- To carry out regular reviews of the project or workstream plan, identifying risks/ issues of delivery being/ going off track and/ or potential non-compliance. Producing associated preventative and corrective measures for the Project Manager or Programme Manager
- To supervise the activity of Project Support staff / Implementation team to ensure the delivery of the project or workstream.
- Collate, analyse, and interpret information from project leads and other stakeholders in order to provide management information on project delivery, monitor progress, support decision making and inform stakeholder communications.
- To liaise with Project Managers and Programme Managers to help identify and quantify appropriate project resourcing: in terms of budget, specialist resources and support functions.
- Develop and maintain positive and professional relationships with partners and stakeholders, both within and outside the Local Authority, working with them to deliver projects whilst overcoming resistance, coordinating activities, and encouraging collaboration.
- To deputise for the Senior Programme Manager as necessary within the wider responsibility of the implementation team

Key Accountabilities

- To ensure project plans are of a high quality, captures key information and that they are delivered to quality, key milestones, time and budget and performance expectations.
- Taking daily decisions to ensure successful completion of projects within agreed tolerances and escalating issues to the Project Manager if agreed tolerances are breached.
- Ensuring high quality, accurate, proportionate project documentation is produced to support the initiation, delivery, monitoring and closure of the project with minimal supervision.

- To ensure the assigned feasibility tasks are carried out to a high level of quality and accuracy and can be relied on to support decision-making.
- To produce clear, accurate map of current and future state activities to support business change, describe and plan the activities to move between the states and ensure these have the appropriate stakeholder engagement and buy-in.
- To produce regular updates against the project/ workstream plan for work assigned. To ensure risks/ issues have appropriate mitigating options appraised, and where appropriate actioned.
- To supervise the activity of any Project Support staff assigned. Actively contribute to the development of the team, sharing knowledge, mentoring, and learning to increase the effectiveness of the service.
- To contribute towards the provision of robust management information for action, remediation, communication, and decision making
- To support the development of resourcing plans for the programme's work.
- To develop and maintain positive relationships with colleagues, partners, enabling effective and efficient communication, problem solving and collaboration.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.

THE PERSON

Essential (E) or Desirable (D)

<p>Experience and Skills:</p>	<p>Experience</p> <ul style="list-style-type: none"> • Good understanding of the employment and skills landscape such as AEB(future ASF changes), Apprenticeship, DFE/equivalent provision from an MCA, LEP, learning organisation etc. • Evidence of continued professional development, to include project management qualification e.g. PRINCE2, Agile • Considerable experience of project support at all stages from initiation to project closure across projects of varying scale and complexity • Experience working in a service improvement, change management or organisational development role, preferably within a large multifaceted organisation • Demonstrable experience of supporting large scale/complex projects with tight deadlines. • Ability to manage multiple priorities under pressure, troubleshoot, and to meet short- and long-term deadlines • An understanding of effective financial management • Experience of building and sustaining positive working relationships with colleagues at all levels within the organisation and partner agencies 	
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	<ul style="list-style-type: none"> • An understanding of and commitment to effective customer and community engagement. • An understanding of key issues and priorities of front line staff that could impact on effective front-line service delivery and customer management. • An understanding of the effective use of technology including specialist project software <p>Skills</p> <ul style="list-style-type: none"> • Project management and planning skills and ability to apply current project management approaches and techniques, including an understanding of when and why they should be deployed, this includes PRINCE2, Agile, LEAN+ and Co-production principles • Well-developed change management skills and the ability to manage cultural change, often in the face of resistance • Well-developed interpersonal, communication and stakeholder management skills., able to engage others and quickly build rapport. • Well-developed negotiation and influencing skills with the ability to build and maintain strong relationships, challenge appropriately and secure buy-in across EMCCA and Council departments and partner organisations. • Ability to analyse, understand and effectively communicate throughout all project phases, including identifying business requirement, design, implementation and close out. • Able to analyse financial, numerical and other information, to understand complex issues to identify actions required • Able to encourage innovation, creativity and new ways of working • Ability to work in a complex and political operating environment • Able to work effectively both as a team member and independently 	
<p>Qualifications, Training, CPD:</p>	<ul style="list-style-type: none"> • Educated to degree level or significant equivalent experience in a transferable role 	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • A high level of personal drive and integrity, and an understanding of how their personal style impacts on project outcomes • To be positive, flexible, versatile and resilient remaining outcome focussed to achieve success • A desire to drive innovation and share knowledge and information to contribute to team successes and achievements • Anticipate service needs to provide excellent service continually striving to improve efficiency and effectiveness • Takes an active role in managing risk and health and safety • Maintain high professional competencies and show a commitment to continued professional development 	