

## Post Specification

<b>Date</b>	<b>November 2024</b>
<b>Post Group Number</b>	<b>PG8137</b>
<b>Post Title</b>	<b>Project Support Officer – Team Barrow</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS9</b>
<b>Final Grade</b>	<b>Grade 9</b>

To be read in conjunction with the job family role profile

### Service Area description

'Team Barrow' is a trilateral partnership between Westmorland & Furness Council, central government and BAE Systems. Our objective is to enable Barrow to be a new powerhouse for the north, expanding BAE Systems' defence capability, supporting energy security, and revitalising Barrow and the Furness peninsula as a place where people choose to live, work, and thrive. We are working to secure investment and regeneration driven by workforce growth.

This post sits within the Team Barrow Programme Management Office (PMO), which is part of the Assistant Chief Executive's functions and is responsible for supporting the delivery of priority programmes. The post holder will report to the Programme Control Officer – Team Barrow.

### Purpose of this post

To assist the Team Barrow PMO with the administration of the Barrow Delivery Board and in delivering initiatives using the Barrow Transformation Fund by:

- Providing administrative support on varying size projects.
- Working with colleagues across the organisation to develop and deliver project / programme objectives through planning, co-ordination, progress monitoring and support.
- Organising meetings and other events ensuring good administration and timely event planning for the successful delivery of each event and good coordination with attendees.
- Supporting the collation and management of a wide variety of programme delivery information including financial data, programme milestones, approvals and both internal and external reporting requirements.

### Key job specific accountabilities

- To provide support, guidance and task management to other staff as required by projects and programmes.
- Establish consistent, fit for purpose processes and working practices across the project/programme team for key project processes such as status reporting, planning, risk/issue management etc, in line with the Westmorland & Furness programme/ project management methodology and associated tools, and promote the value and benefits of these.
- Collect, analyse and report on project specific information to meet stakeholder requirements, updating routine monitoring data and generally maintaining programme data and information.

- Provide assistance to the project/programme team in the use of available software tools for document/information management and project/programme reporting etc e.g. Teams, SharePoint, PowerPoint, Word, Excel etc.
- Be proactive in identifying opportunities for improvement and/or simplification of project processes and seek to implement these, sharing good practice across the programme.
- Establishing and maintaining an effective business-like relationship built upon trust, integrity and reliability in a specific area of the programme, with project sponsor/owners, wider service managers, elected members, partners, and other external organisations, demonstrating excellence of project/programme support, administration and customer service.
- Provide support to the programme staff in planning and organising project/programme boards, workshops, events etc and provide direct support to meetings, where required.
- 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.

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	N/A, but may have some responsibility for monitoring project expenditure
<b>Staff Management Responsibilities</b>	N/A, but may have some responsibility for organising and co-ordinating the work of staff, within and across various teams, working on projects
<b>Other</b>	None

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- NVQ level 3 in business administration (or similar qualification / experience)
- Experience of providing a high level of business information and support across Directorates / Services for a range of officers of varying levels, within a complex, politically sensitive and customer focussed environment.
- Knowledge and experience supporting projects and/or programmes of change using formal project management methodology/processes.
- Understanding of change management and its impact on people and processes
- Excellent organisational and time management skills, ability to prioritise, plan and deliver objectives within an agreed timeframe. Ability to manage own work and work as part of a project team, with a positive approach to team working, often working on multiple projects simultaneously.
- Ability to undertake research and analyse data, with excellent written/verbal communication and presentation skills.
- Good interpersonal skills and the ability to build effective business-like relationships with key stakeholders of the service, demonstrating high trust and integrity.
- Customer focussed approach and commitment to excellent customer service.
- Demonstrates high personal standards and quality of work in representing the programme.
- Ability to problem solve through creative thinking and solution focussed with ability to resolve challenges through own initiative.
- Knowledge of the National and Local Government agenda, current issues and challenges.
- A high degree of computer literacy, including knowledge and experience of working with the Microsoft Office Suite and Corporate Applications.

**Disclosure and Barring Service – DBS Checks**

- This post does not require a DBS check.

### Job working circumstances

<b>Emotional Demands</b>	<ul style="list-style-type: none"><li>• May involve working on multiple and competing priorities at the same time.</li><li>• Involvement in projects which may receive strong opinion and / or opposition from those potentially affected.</li></ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"><li>• Predominantly office / home based, with minimal physical demands.</li></ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"><li>• Office based with the need to travel to Barrow-in-Furness to support team activities</li></ul>
<b>Other Factors</b>	