POST TITLE	**PROJECT OFFICER**
DIRECTORATE	**PLACE**
SERVICE	**HOUSING AND HOMELESSNESS**
RESPONSIBLE TO	**PROJECT MANAGER**
NUMBER OF POST HOLDERS	**5**
ACTING UP/ SECONDMENT	**NO**

PURPOSE OF JOB

The post holder will support the development and implementation of a critical service improvement projects within Housing and Homelessness.

The post holder will be responsible for all aspects of project management, with a focus on the successful delivery of individual projects and support wider, complex projects that will contribute to Housing and Homelessness strategic objectives and improve operational efficiency.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Support the co-ordination of all aspects of effective project delivery including planning, organisation, and progression to implementation.
- Participate in projects to implement service improvements ensuring that all projects follow project management methodologies which includes scope, business case, project planning and risk awareness.
- Provide input and feedback on the projects.
- In conjunction with the Project Manager, support the development of risk management, identifying risks associated with the projects and taking measures to mitigate the risks.
- Interpret, analyse and monitor project activities and produce a range of reports and project information to inform the Project Manager of the status of the project and any improvement opportunities.
- Engage with internal and external stakeholders on a range of service improvement projects.
- Deputise for the Project Manager as required.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The postholder will require knowledge and skills in Project Management and or have experience of applying project management principles and methods.
- Working knowledge of Microsoft project or similar.
- Make decisions in relation to project activities in consultation with the Project Manger and relevant stakeholders where appropriate.
- The postholder will manage highly confidential and politically sensitive matters with appropriate awareness and discretion.
- The postholder will have experience of supporting projects in a complex environment and an understanding of the key principles of governance and delivery.
- The postholder will have confidence and experience of interpreting and analysing complex data to make knowledge-based decisions.
- The postholder will be commercially-minded and highly numerate.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Required to work autonomously with supervision from the Project Manager.
- Will operate in a challenging and changing environment and will need to manage competing priorities, interests and pressurised timescales.
- Required to be flexible to meet new demands and take appropriate action on matters requiring immediate response.
- Primarily based in the office with a degree of remote working on a hybrid basis. When required will work on site to support events or presentations to promote service delivery.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- Will be expected to provide systems training, guidance and support for the wider staff group.

RESOURCES

- There is no direct responsibility for resources but will be involved with management, organisation and maintenance of project data following best practice.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.
All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.