

Project Officer

Service	Reporting to	Location	Grade	Salary	Hours
Digital, Data & Technology	Project Manager	Hybrid - combination of home and office based at Civic Centre	3B	£36,363 to £39,152	36

About the role

- Support the effective delivery and implementation of projects by supporting the Project Manager and the project team, and co-ordinating actions and activities
- Take responsibility for agreed projects/workstreams utilising appropriate techniques and methodology, including planning, issue and risk management and scope/change control
- Build a knowledge and understanding of service delivery within Digital, Data and Technology, and develop a range of competencies to contribute to the delivery of the service
- Keep all project documents and plans up to date to ensure projects are completed successfully.
- Support the Project Manager with preparing and maintaining realistic project plans and schedules, and track all activities against the plans
- Take responsibility for recording, monitoring and maintaining risks, issues and exceptions identified within the project.
- Prepare and contribute to project reports and updates.
- Help with quality checks, including gathering information for project changes and reviews.
- Follow standard project management practices and continuously improve them.
- Make sure all project management procedures are followed.
- Represent the project team by helping to build cross-functional teams and ensuring there is backup for all responsibilities.
- Learn about new trends and share insights with the Project Manager.
- Solve daily project problems and help find solutions to bigger issues, making decisions quickly and identifying ways to reduce risks. Report any major issues if needed.
- Organise and lead meetings and workshops, including preparing presentations, setting agendas, and keeping track of tasks
- Deputise for the Project Manager and attend relevant meetings with other services or external partners as required,
- Build and keep good working relationships with stakeholder groups, partners and customers
- Share and support the council's values and goals with the organisation and with partners or suppliers.

Job code:
Job score:
Date of evaluation:

#HappytoTalkFlexible



Salford City Council

Key outcomes

- Delivery of assigned project work is completed to agree standard
- All project related documentation is maintained to a high standard
- All project budgets are monitored and kept up to date
- Day to day project issues are resolved and risks are identified and escalated
- Strong working relationships are built and maintained in order to gain organisational and individual buy-in and engagement with the key stakeholders
- Continuous improvement of projects by sharing lessons learned and good practice
- Ensure user experience and partner involvement are central to each transformation project

Key skills and experience

You should have the following skills and experience:

- Organised and able to use different methods, tools, and technology to plan their time and tasks effectively.
- Ability to manage conflicting priorities and deadlines.
- Comfortable with taking notes and minutes in large meetings with senior council members and recording actions and decisions.
- Can track and manage actions for senior colleagues and is comfortable flagging outstanding tasks.
- Attention to detail, with the ability to check and manage intricate details.
- Able to create documents in Word, Excel, and PowerPoint.
- Understanding of diary management and ability to book large meetings, including catering.
- Works effectively across the council and beyond, building relationships and credibility.

What we need from you

The PMO is a team who demonstrate the following values and behaviours, at an appropriate level for their grade:

- **Be credible** - have personal and professional credibility at all levels of the organisation, showing how project management can help deliver excellent services.
- **Be values-based** - follow and show the City Council's values.
- **Be flexible and driven** - help develop the project management office, have the knowledge and skills, and be flexible to handle changing demands on time and resources.
- **Be technically proficient** - know basic project management methods.
- **Be delivery-focused** - understand the local setting and deliver solutions that meet local needs.
- **Be policy focused** - work within Salford City Council procedures, understand the methodology, public contract regulations, and political environment.
- **Be a people person** - show integrity, build and maintain rapport, and gain trust and confidence to influence team performance.
- **Be an achiever** - have a proven drive to achieve outcomes and deliver organisational priorities.
- **Be a skilled communicator** - deliver clear verbal and written messages across all levels of the council with enthusiasm and conviction that builds trust and confidence.
- **Be assured** - work well as part of a team, be self-motivated, show initiative, confidence, and take personal responsibility for actions.
- **Be a negotiator** - manage in-house and external relationships that need resolution.
- **Be a solutions seeker** - show a flexible, creative, and innovative approach to finding solutions.

What we can offer you

Want to know more about Salford?

As an authority we are dedicated to improving the lives of our residents, and as an employer we are passionate about helping individuals to thrive in their work. We are committed to developing a diverse and inclusive culture and are proud of our professional accreditations which champion this.

Find out about our city as a place to live, work & grow, and learn more about the amazing work we are doing. You'll also find out about the wealth of benefits we have to offer you here!

Continuous Service commitment

New employees can keep their service related benefits when moving between a whole host of public sector organisations within Greater Manchester, which include: Councils, NHS, Greater Manchester Fire and Rescue, Transport for Greater Manchester, as well as many others under this scheme. Find out if this applies to you here.

Guaranteed Assessment Schemes

We have made a commitment to improve the employment opportunities for people with disabilities, care leavers, carers, and ex-military personnel by way of a Guaranteed Assessment Scheme. Our application forms ask you to indicate if you meet any of the criteria within this scheme, and so to find out more and if you qualify please click here.

We will support you to undertake and successfully complete training against the Level 4 Associate Project Management apprenticeship Standard, to be delivered by an approved training provider