

Project Officer

Service	Reporting to	Location	Grade	Salary	Hours
Regeneration – Programmes & Investment	Communities & Engagement Strategic Lead – Infrastructure	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 Communities and Engagement Strategic Lead 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 Regeneration and Skills, Work & Inclusive Economy, and develop a range of competencies to contribute to the delivery of the service
- Take responsibility for the updating of all relevant project documentation and plans, supporting the satisfactory completion of assigned projects
- Support the Communities & Engagement Strategic Lead 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
- Resolve day-to-day project issues and assist in the development of solutions to more complex problems in order to drive timely decision-making, undertaking associated risk analyses and proactively identifying options to mitigate identified risks. Escalate appropriate issues as necessary.
- Co-ordinate, facilitate and chair meetings and workshops, including preparing presentations and documents, setting agendas and keeping track of assigned actions
- Effectively manage project resources, ensuring value for money in terms of performance and cost, and support the delivery of the project by reporting on progress, budget and resources
- Prepare and contribute to highlight reports, project updates and briefing papers
- Take responsibility for the accurate monitoring of project budgets and spend, grant funding agreements and grant claims
- Support the quality assurance process, including gathering information for gateway and project closedown reviews
- To support a standard way of working related to projects, ensuring we follow best practice and continuous improvement takes place

Job code:

Job score:

Date of evaluation:

#HappytoTalkFlexible



Salford City Council

- Ensure compliance with all procedures relating to project management activity
- Actively represent the project team by assisting in building cross-functional squads/delivery teams
- To develop an understanding of emerging trends or patterns and to highlight emerging trends or patterns to the Communities & Engagement Strategic Lead
- Deputise for the Communities & Engagement Strategic Lead and attend relevant meetings with other services or external partners as required,
- Develop and maintain constructive working relationships with stakeholder groups, partners and customers
- Promote the council's values and strategic objectives throughout the organisation and with partners

Key outcomes

- Delivery of assigned project work is completed to agreed 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 project

What we need from you

To model and demonstrate our values and behaviours.

Credible - personal and professional credibility at all levels of the organisation that demonstrates the positive contribution that project management can make to excellence in service delivery.

Values based - Models and demonstrates the City Council's values

Flexibility & drive - to contribute to development of the project management offer and has knowledge, skills and analytical ability and which has the flexibility to cope with changing demands on resources.

Technically proficient - up to date knowledge of project management

Technical proficiency - ability to understand the local setting and deliver outcome focussed solutions to meet local needs

Knowledge - Ability to work within Salford City Council procedures and understanding the methodology and public contract regulations and political environment

People person – able to demonstrate integrity, create rapport and build trust and confidence to influence stakeholder management

Achiever – proven technical skills and ability to achieve outcomes and deliver organisational priorities.

Skilled communicator – able to deliver messages with clarity, understood by non-project management specialists and such messages to be delivered with enthusiasm and conviction that builds trust and confidence.

Assured – demonstrates ability to work as part of a team, whilst being self-motivated and demonstrating initiative, confidence and personal responsibility for action

Negotiator - ability to manage in-house and external relationships requiring a resolution

Solutions seeker – ability to demonstrate a flexible, creative and innovative solutions focused approach.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role-specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry-level to master's type qualifications, including achieving a role-appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

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

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](https://www.ideasalford.org/) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who

already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

Role details

Completed by: K Kennedy

Date of evaluation: 23/3/2022

Updated by: Nina Howells

Date updated: 23/03/2023