

## Job Profile comprising Job Description and Person Specification

### Job Description

|   |  |
|---|--|
| <b>Job Title:</b><br>Project Officer<br>Leisure & Culture (two-year fixed term) | <b>Grade:</b> PO2                                      |
| <b>Section:</b><br>Leisure  | <b>Directorate:</b> Environment and Community Services |
| <b>Responsible to following manager:</b><br>TBC                                 | <b>Responsible for following staff:</b><br>N/A         |
| <b>Post Number/s:</b>   | <b>Last review date:</b><br>April 2024                 |

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

As part of the Change Programme, the postholder will be responsible for supporting and managing multiple change and service improvement projects from initiation to completion withing a structured programme management approach.

The post holder will maintain focus on quality and excellence in the support of project and programme management and be a source of organisational expertise to build capacity and support service transformation, process improvement, business change management, facilitation, and design techniques across the organisation.

This postholder will have a role in all aspects of project process, assurance, and reporting. The postholder may also contribute to project management of some of the highest priority projects.

### **Specific Duties and Responsibilities**

1. Maintaining systems and processes for 'key' projects reporting, making use of IT solutions where possible.
2. Producing monthly exception and other monitoring reports.
3. Undertake day to day management of the project and governance framework, including production of all project plans and reporting.
4. Monitor and report on project delivery to ensure it is delivered on time and meets programme outcomes.
5. Ensure agendas, highlight reports and other information/documents are prepared for workstream meetings and other relevant project board meetings as required by the programme governance requirements.
6. Identify, monitor, and manage interdependencies across projects.
7. Matrix-manage multi-disciplinary project teams on specific projects.
8. Analyse and interpret complex information to support the development of recommendations for change.
9. To build relationships, actively engage with internal and external stakeholders, and work collaboratively with managers, service leads and SMEs to achieve agreed objectives.
10. Develop project communications and support development of wider corporate communications.
11. Leading programmes of project assurance activity.
12. Conducting project assurance reviews to assess project health and compliance with good practice standards.
13. Providing a regular overview of assurance findings to DMT and SLT.
14. Providing advice and support as required to Project Sponsors and Managers.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

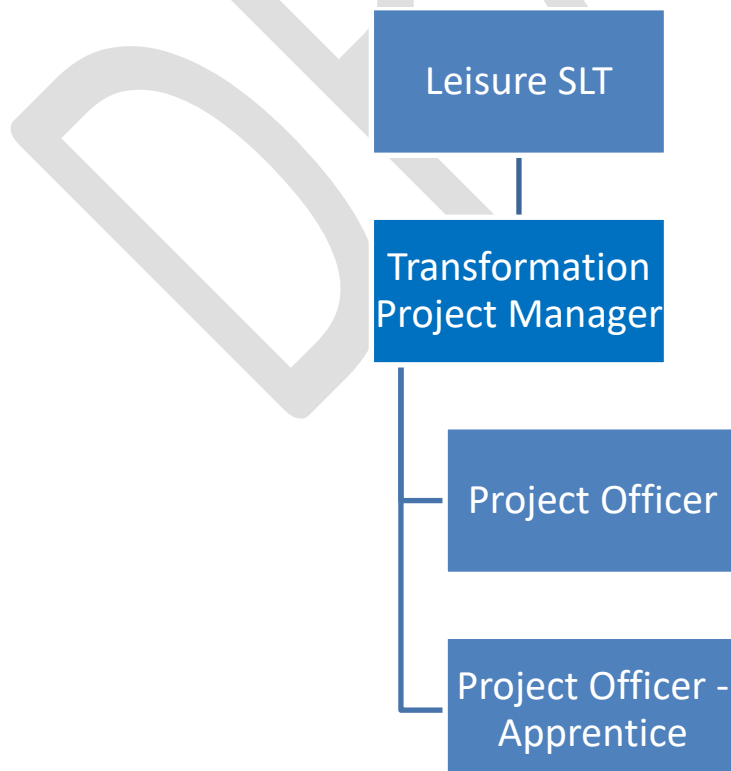
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive, and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will conduct. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

### Additional Information

The postholder will be required to attend out of hours committee or other community meetings.

Hybrid / Flexible working supported but the nature of the role will require significant on-site presence.

### Team structure



## Person Specification

|                                      |  |
|--------------------------------------|--|
| <b>Job Title:</b><br>Project Officer | <b>Grade:</b> PO2                                      |
| <b>Section:</b> Leisure              | <b>Directorate:</b> Environment and Community Services |
| <b>Responsible to:</b><br>TBC        | <b>Responsible for:</b><br>n/a                         |
| <b>Post Number:</b>                  | <b>Last Review Date:</b> April 2024                    |

### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

| Person Specification Requirements   |           |           | Assessed by<br>A/I/T/C<br>(see below for explanation) |
|---|-----------|-----------|---|
| Knowledge   | Essential | Desirable | Assessed  |
| Knowledge of project and/or programme management methodologies and processes  | X         |           | AI  |
| Understand of the different forms of consultation and engagement with the public, key stakeholders and other agencies | X         |           | AI  |
| Understanding of the wider context within which local government operates   |           | x         | AI  |
| Good knowledge or methods and techniques to manager and influence behavioural and cultural change                     |           | x         | AIT   |
| Experience  | Essential | Desirable | Assessed  |
| Experience of successfully managing the delivery of a range of projects and programmes.                               | x         |           | AI  |
| Experience of developing and maintaining project templates and documentation  | X         |           | AI  |

|  |                  |                  |                 |
|--|------------------|------------------|-----------------|
| Ability to communicate effectively orally and in writing and work co-operatively with colleagues, outside agencies and members of the public, senior officers and elected members. | X                |                  | AI              |
| Experience of stakeholder mapper and management  |                  | x                | AI              |
| Experience of producing clear concise project reports for senior audiences   | X                |                  | AI              |
| <b>Skills</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Excellent reporting writing and communication skills.  | x                |                  | AI              |
| Ability to organise own workload, prioritise work tasks to meet deadlines and respond flexibly to frequently changing needs and priorities   | x                |                  | AI              |
| Ability to anticipate problems and sensitive issues and act creatively and proactively to find solutions   | x                |                  | AI              |
| Ability to contribute and work as part of a high performing team.  | X                |                  | AI              |
| Ability to work outside of normal office hours as and when required.   |                  | X                | AI              |
| <b>Qualifications</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Relevant professional qualification i.e. project management or equivalent levels of experience   |                  | x                | A/C             |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**