

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Project Officer Apprentice (24-month initial fixed term)	Grade: Scale 4
Section: Culture and Leisure	Directorate: ECS
Responsible to following manager: Projects Manager	Responsible for following staff: N/A
Post Number/s: TBC	Last review date: 30/08/2024

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

Specific Duties and Responsibilities

This two-year programme offers a great opportunity for anyone wishing to start a career in Project Management.

The role will play a key role over two years supporting the project team delivery exciting service improvements and transformation across libraries, leisure centres, open spaces, and parks.

You will take ownership of project delivery, active risk, and stakeholder management, helping the organisation scope, design and deliver the right change and improvements.

Specific Duties and Responsibilities:

Initially in year one post holders will be involved in project support and administration which will provide a good understanding of how projects are managed and delivered.

- With this level of knowledge and support from the team post holders will move into:
- Assisting in the development and delivery of projects and programme streams under the guidance and direction of designated project managers.
- Supporting and leading on various stages of specific projects as directed by the project manager and in line with departmental requirements.
- Supporting the project management team in running workshops, planning sessions, defining objectives and requirements, and ensuring appropriate resources are available.
- Develop associated skills, knowledge, and experience over time in line with a) the Apprenticeship Standards and b) the increase in complexity of assigned project management tasks throughout the life cycle of the role.

The Post holders will ensure they maintain personal and professional development throughout the apprenticeship to meet the changing demands of the job and participate in appropriate training/development activities including the Council's performance, development and review scheme and the apprenticeship progress review process.

By year two post holders will be able to:

- Work with increased responsibility and in a more independent manner.
- Be expected to attend meetings, including writing, and presenting reports and advising on basic procedural issues.
- Handle confidential or sensitive information and to distinguish between political and non-political activities.
- Work both independently and as an effective team member able to undertake a variety of work using own initiative, managing workload, and adapting to changing priorities and deadlines.
- Lead on projects and workstreams.
- Have made satisfactory progress on the work-related qualification (APM) undertaken via the Level 4 Associate Project Manager apprenticeship.

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 carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Team structure

Current team structure

Role	Reporting to
Project Manager	Director of Culture and Leisure
Project Officer	Project Manager
Project Officer Apprentice	Project Manager

Person Specification

Job Title: Project Officer Apprentice	Grade: TBC
Section: Culture and Leisure	Directorate: TBC
Responsible to: Projects Manager	Responsible for: N/A
Post Number/s: TBC	Last Review Date: 22/07/2024

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 A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Interest in and appreciation of key Culture and Leisure services run or commissioned by local councils and the challenges and opportunities that may be presented – such as leisure centres, parks, and libraries.	E		A/I
An interest in and pro-active approach to project management	E		A/I
Showing understanding and commitment to delivering Wandsworth and Richmond's five values in practice and understanding the connection between your individual work and these values: <ul style="list-style-type: none"> • Think bigger • Embrace difference • Connect better (working across the two councils) • Lead by example 	E		A/I

<ul style="list-style-type: none"> Put people first https://recruitment.richmondandwandsworth.gov.uk/about-us/			
Experience	Essential	Desirable	Assessed
Demonstrable experience of playing a key role in delivering successful 'projects', which have delivered community benefits and been successful. This experience may have been gained in an employment, voluntary or educational setting.	E		A/I
Experience of working in for a public sector organisation and office environment which has involved the delivery of high-quality public service.	E		A/I
Skills	Essential	Desirable	Assessed
Managing time, resources, and budgets in a structured, effective manner.	E		A/I
Strong customer service ethos.	E		A/I
Ability to communicate effectively – both verbally and in writing.	E		A/I
People management skills for effective liaison with colleagues and stakeholders to support effective project and programme delivery.	E		A/I
Proven use of Microsoft applications, including Word, Excel, and SharePoint.	E		A/I
Qualifications	Essential	Desirable	Assessed
Educated to at least 'A' Level standard or equivalent qualifications and/or demonstrable experience in a project or operational support role.	E		A/I
GCSE English and GCSE Maths at Grade C / Grade 4 or above or equivalent	E		A/I

A – Application form / CV

I – Interview

T – Test

C - Certificate