**Manchester City Council**

**Role Profile**

**Project Officer, Grade 6**

**Capital Programmes and Procurement Service, Growth & Development Directorate**

**Reports to: Commercial and Compliance Manager**

**Job Family: Project & Programme Management**

**Key Role Descriptors:**

This role will contribute to the successful delivery of work packages, ensuring delivery to timeframes and high professional standards.

The role holder will assist relevant managers and teams in ensuring the effective management of change. The role holder will provide project support, liaising with stakeholders to ensure effective communication and project delivery.

**Key Role Accountabilities:**

Assist in the day-to-day management of projects and initiatives throughout the lifecycle, responding to all relevant correspondence, enquiries and complaints as required in a timely and effective manner.

Effectively monitor and administer assigned resources, which may include risk / issue logs, budgets or other functions, analysing and extracting management information from appropriate systems to inform decision making.

Produce and distribute documentation in accordance with communication plans, maintaining files to agreed standards.

Ensure that the aims of projects and initiatives are widely understood and supported and, in turn, meet the needs and aspirations of both internal and external stakeholders.

Liaise with stakeholders expediting and reporting progress as appropriate.

Resolve day-to-day project issues, escalating as necessary to the appropriate level.

Personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

The Capital Programme Division reports to the Growth & Development Directorate and is responsible for developing and delivering approximately £200m pa of Major and Minor Capital Programmes across the City. It will design and deliver major and minor construction projects in the specified areas.

**Programme Management OfficeTeam:**

The Project Officer role is based within the Commercial & Compliance Team which sits within the Programme Management Office (PMO). The PMO Team has the overall responsibility for defining, maintaining, and ensuring that project management standards are adhered to in relation to the delivery of projects. It ensures that projects are delivered on time, within budget, and that resources are utilised effectively. Working with multiple stakeholders, the PMO assists the organisation to achieve its business objectives and maintains an overview of all projects.

**The Commercial & Compliance Team:**

The Commercial & Compliance Team ensures, through proactive risk and assurance management, that Capital Programmes Division, and is safeguarded and complies with the obligations under its contracts for the supply of goods and services. The team is responsible for all governance, process and procedures required to enable a clear and audit-able workflow, and allows clear visibility and reporting on financial arrangements, including accountability for departmental budget performance and project finance.

**The Role of the Project Officer:**

The role holder will work within the Commercial & Compliance Team, reporting to the Commercial & Compliance Manager. The Project Officer is a back-office role that provides high-level commercial and compliance support to wider organisation to ensure it is compliant with all rules and regulations relating to its commercial and contractual commissioning processes and activities.

The key duties will involve:

Acting under supervision the role holder will provide project support, ensuring compliance with the Council project management methodology.

Manage and facilitate the departments responses to Freedom of Information (FOI) requests.

Contribute to the management and successful delivery of selected projects on time, to budget and quality. Support regular project reporting.

Support on the management of project risk.

Take ownership of the preparation of project documentation, as directed.

Produce and distribute documentation in accordance with instruction, maintaining files to agreed standards.

Administer project registers on behalf of the project teams.

Build relationships with team members, clients, and other stakeholders.

**Project Officer** – **Key Competencies and Technical Requirements**

**Manchester Behaviours:**

* We’re proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Project Management:** Basic understanding of risk management and the capability to hold and update the project risk log
* **Planning and Organising:** Ability to organise multiple tasks in the most effective way and allocate time and energy according to task complexity and priority. Provides work on time and to required standard and is capable of prioritising own workload to meet deadlines.
* **Financial Management:**  Numeracy and accuracy skills to collate information and keep accurate and reliable records to help with the monitoring and reviewing of financial resources and monitoring procedures.
* **Communication Skills:** Demonstrates an understanding of the views of others and communicates in a realistic and practical manner using appropriate language and medium, listens attentively to views and issues of others and responds to issues arising.
* **Analytical Skills**: Ability to gather and analyse information, opportunities, and problems. Ability to engage with stakeholders to identify information needs and to know how to go about obtaining the relevant information.
* **ICT Skills:** Ability to use multiple applications, systems, and associated software packages.

**Technical requirements (Role Specific)**

* A demonstrable understanding of public sector procurement
* Experience of working in a compliance, auditing or regulatory function.
* An awareness of construction related contracts & Construction Design Management (CDM) 2015 Regulations.
* Willingness to work towards membership of an appropriate professional body