**Manchester City Council**

**Role Profile**

**Project Officer Level 1, Grade 6**

**Early Years Quality Assurance and SEND Service, Children and Education Directorate**

**Reports to: Wraparound Childcare Programme Project Manager**

**Job Family: Project and 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 roleholder 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:**

This is a newly created, time limited post established to support the delivery of the Wraparound Childcare Programme in the City. This post sits within the Early Years Access & Sufficiency Team and will support plans to expand wraparound childcare where it is required, building upon established provision and helping to establish new provision. The postholder will be responsible for the administration of key aspects of the programme and will report to the Wraparound Childcare Programme project manager.

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are 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**

* **Communication Skills:** Good literacy and numeracy skills to undertake calculations and produce letters and other documentation
* **Planning and Organising:** Demonstrate the ability to organize multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority.
* **Project Management:** Takes responsibility for allocated project tasks and delivers these efficiently. Contributes to the project planning process within a defined project management framework providing required information in a timely manner and identify emerging risks to the project and reports these appropriately.
* **Administration Skills:** Ability to develop and maintain effective systems in a rapidly changing environment.
* **ICT Skills:** Skills to use ICT systems to obtain and analyse data and present it effectively through a variety of ICT channels.
* **Financial Management:** Numeracy and accuracy skills to handle numbers confidently, collate information and keep accurate and reliable records to help with the monitoring and reviewing of financial resources.

**Technical Requirements (Role Specific)**