**Manchester City Council**

**Role Profile Project Officer, Grade 6**

**Change and Transformation, Adults Social Care**

**Reports to: Change and Transformation Lead**

**Job Family: Policy and Governance**

**Key Role Descriptors:**

Working within a large-scale change and transformation programme, the roleholder will provide high-quality governance support to enable the delivery of service and organisational objectives.

The roleholder will deliver effective, professional programme support, establishing excellent relationships with stakeholders and ensuring quality services are delivered within performance and quality targets.

**Key Role Accountabilities:**

Effective delivery of assigned work packages to ensure achievement of service objectives, to support the effective decision making processes of the Council and to enable it to meet its legal obligations.

The role holder will provide accurate research and analysis support, using outputs to inform work packages and advise client services.

Work collaboratively across the programme, providing specialist advice, information, support and challenge to support workstreams to meet objectives outlined in business plans and the effective delivery of organisational objectives.

Proactively assist the monitoring and review of processes and procedures to ensure that key performance indicators are met and implement strategies and procedures to continually enhance the service.

Provide advice and guidance to colleagues across the organisation in area of specialism.

Roles at this level may be required to undertake management duties, either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

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 job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration**

**Role Portfolio:**

Providing project support to programmes and projects; including support to scope projects / pieces of work, develop timelines and documentation, identify and develop relationships with key stakeholders and providing some analysis.

Support the team to develop options appraisals, business cases, reports, presentations and analytical studies

Support the team to develop their understanding of good practice and innovation by undertaking research in specific areas as directed. Leading short-term pieces of work for the team, planning and delivering outcomes as agreed with the project team

Supporting the programme change team by organising events, planning and arranging meetings and workshops and providing high level administrative support as required (e.g. formatting official reports, collating and proof reading documents, taking minutes at meetings).

**Key Behaviours, Skills and Technical Requirements**

* **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 absorb, understand and quickly assimilate moderately complex information and concepts and compare information from a number of different sources.
* **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.
* **Problem Solving and Decision Making:** Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. be logical in thinking and explain reasoning behind decisions or actions taken.
* **Strategic Thinking:** Contributes to the development, implementation and evaluation of strategy to shape future plans.
* **Research and Intelligence:** Ability to research information from a variety of different sources and present in a variety of formats.
* **ICT Skills:** Skills to use ICT systems to obtain and analyse data and present it effectively

**Technical requirements (Role Specific)**

* n/a