**Manchester City Council**

**Role Profile**

**Project Officer, Grade 6**

**Capital Programmes and Procurement Service, Corporate Services Directorate**

**Reports to: Commercial Team Leader/Commercial and Compliance Lead**

**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:**

Capital Programmes Division:

The division is responsible for the delivery of all Capital Programmes capital projects. It will design and deliver major and minor construction projects in the specified areas.

**Team**

The project officer role is based in the Minor Works Team within the Capital Programmes Division, which is responsible for delivering a range of capital construction projects valued at £200m per annum.

**The role**

The role holder will:

Assist quantity surveyors and project teams by providing project support, ensuring compliance with the Council project management methodology.

Contribute to the management and successful delivery of construction projects on time, to budget and quality.

Support regular project reporting.

Take minutes at project meetings, and take ownership of the preparation of project documentation,

Support on the management of project risk.

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

Administer project registers on behalf of the project teams.

Deliver project management excellence and innovation through the delivery of projects.

Ensure assigned work packages are managed to the right quality standards and are completed efficiently and on time.

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

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**Project Officer Level 1** – **Key Competencies and Technical Requirements**

**Our Manchester Behaviours:**

* We are proudand 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:** Experience and understanding of project management (cost, quality, time) and risk management.
* **Planning and Organising:** Able to efficiently organise and prioritise multiple complex tasks to meet deadlines.
* **Financial Management:**  Numeracy and financial skills to accurately collate and record budget information for financial accounts.
* **Communication Skills:** Excellent written, listening, and verbal communication skills. Experience in taking accurate minutes and document preparation. Communicating and reporting progress updates to management on a regular basis.
* **Analytical Skills**: Ability to gather and analyse information, identify opportunities, and report risks and problems. Ability to engage with sub-contractors and consultancies.
* **ICT Skills:** Ability to use MS Office based applications and associated software packages. Advanced MS Excel qualification, highly experienced in MS Word, fully conversant with managing MS Outlook and MS Teams.

**Technical requirements (Role Specific)**

* An awareness of construction related contracts & CDM 2015.
* An awareness of Project Management process and procedures (i.e., PRINCE2, APM).
* An understanding and knowledge and experience of procurement practice and principles.
* Hold a CIPS Certificate/Diploma in Procurement & Supply, business management, construction, or other related finance qualification.