

**JOB DESCRIPTION**

Post Title: <b>Projects Support Officer</b>		Director/Service/Sector: <b>Economy and Regeneration</b>		<b>Office Use</b>  JE ref: 4100 HRMS ref:
Grade: <b>Band 5</b>		<b>Workplace: County Hall, Morpeth</b>		
Responsible to: <b>Projects Officer</b>		<b>Date: January 2022</b>		
<b>Job Purpose:</b> To manage and support the overall provision of an efficient and effective capital project support service to Regeneration Programme's and Projects in a wide range of settings to meet the needs of the councils capital delivery programme. This post will support several capital regeneration projects within the services significant delivery programme and will work directly with the individual projects delivery teams as required				
<b>Resources</b>	<b>Staff</b>	No direct management but significant coordination to agree preparations regarding major funded capital projects in liaison with the UK Government and across the local authority and with key partners liaising with and supporting senior officers and politicians.		
	<b>Finance</b>	Handling invoices and petty cash. Managing the procurement of supplies and supporting the monitoring of the overall team and project Capital budgets totaling £70m in regard to Energising Blyth and £165m in relation to the Northumberland Line in conjunction with the Projects Officer and Regeneration Finance and Performance Team.		
	<b>Physical</b>	Careful use of PC. Shared responsibility for office equipment. Handling and processing significant bodies of corporate data. Ordering, stock control and accounting of expenditure against specified budgets.		
	<b>Clients</b>	Members, town councils, local bus and rail operators, external networks and organisations. Co-ordinate governance arrangements for relevant programmes, leading on the operation and support of NCC project and Programme Boards and external bodies such as the private sector-led Blyth Town Deal Board. Ensure compliance with relevant legislation, Council policies and procedures.		
<b>Duties and key result areas:</b>  <div><div></div><div>1. Being the first point of contact to respond to specific enquiries for the team quickly, efficiently and accurately. Ensure that all urgent enquiries receive an immediate response and other messages are allocated and responded to in an appropriate and timely manner though use of initiative and knowledge.</div><div>2. Taking the lead and managing own workload to prioritise and respond to high-profile and urgent requests through the team email address. This can include from MPs, and other high-profile partners and stakeholders.</div><div>3. Support other members of the service to communicate effectively to others by updating and preparing monitoring reports as required, e.g. performance management, financial etc. Maintain up to date records using service related or corporate computer data systems or software e.g. HR or Financial. This can include sensitive and confidential information.</div><div>4. Develop, update and maintain project procedures and computer based data systems relating to the needs of the delivery teams and ensure the business support service is appropriately resourced to achieve expected standards.</div><div>5. Update and maintain key programme materials including, but not limited to performance reports and work-planning and task list and meeting forward plans. As part of the team set the annual workplan and monitor delivery throughout the year with the Programme Manager.</div><div>6. Use word processing and other relevant software to prepare project specific letters, reports, presentation and minutes and any other complex documentation as required in relation to the various projects.</div><div>7. Accurately support the delivery of internal and external meetings as required. Taking and preparing minutes and reports and preparing and distributing other related correspondence including minutes relating Project and Programme Boards and funding decisions made including for Energising Blyth and the Northumberland Line.</div><div>8. Prepare written reports and provide oral reports to a range of audiences including senior officers and elected members on a range of topics relating to project and programmes being delivered by the Service, including politically and financially sensitive information in line with the legal Agreements in place, following relevant guidance including GDPR and Data Protection Legislation.</div><div>9. Observe strict confidentiality, exercise tact and discretion in carrying out tasks. Process and obtain confidential paper based or computerised information through</div></div>				

creating and updating files, data input, data retrieval and filing in an accurate and timely way. 10. Co-ordinate archive material as required using central filing or specific information systems including sensitive and confidential information 11. Ensure accurate financial records are maintained. Complying with the Councils financial procedures and using the Councils financial software undertake cash handling and processing of invoices and/or other financial documents as required 12. Identifying stock supplies and equipment, ensuring they are sourced through the Councils procurement systems and processes and distributed effectively. 13. Assist with providing an overall efficient project support service by having a flexible approached towards own workload and supervising more junior members of staff. 14. Support and take a lead in specific elements of communications and engagement activities such as workshops and conferences. 15. To carry out any other duties commensurate with the level and nature of the post as directed and consistent with the job purpose.	
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Work Arrangements	
Transport requirements:	Some travel across Northumberland will be required.
Working patterns:	37 hours per week, day work and occasional evening meetings – for instance as part of consultation events
Working conditions:	Options for flexible working patterns and location can be discussed.

**PERSON SPECIFICATION**

<b>Post Title: Projects Support-Officer</b>	<b>Director/Service/Sector: Economy and Regeneration</b>	Ref: 4100
<b>Essential</b>	<b>Desirable</b>	<b>Assess By</b>
<b>Knowledge and Qualifications</b>		
A good general education demonstrating numeracy and literacy. NVQ Level 4 or equivalent experience in a relevant discipline	Knowledge of the Northumberland area	(a) (i)
<b>Experience</b>		
Considerable experience in a similar role covering a broad range of support tasks and procedures	Experience of working in a Partnership setting	(a) (i)
Managing a complex workload and monitoring and meeting deadlines	Experience of working with local and/or national government	(a) (i)
<b>Skills and competencies</b>		
Writes clearly, succinctly and correctly.  Ability to organise self and work without constant supervision.  Skilled in using office applications on a personal computer.  Able to apply technology in new work-related situations.  Able to follow instructions and procedures without constant supervision.  Ability to form appropriate relationships quickly and deal professionally and sensitively with other organisations and the wider public.  Works in a systematic and orderly manner.  Knowledge of a broad range of work related tasks and procedures together with the operation of associated tools and equipment.  Able to create management information and reports	Able to quickly and accurately manipulate numerical data using arithmetic functions.	(a) (i)
<b>Physical, mental and emotional demands</b>		
Usually works in a seated position sometimes for an extended period of time during Board and other meetings. Some standing, walking, stretching or lifting. There will be some travel required and lifting of materials for events. Regular, lengthy periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands. Some exposure to high profile activities. Minimal exposure to disagreeable, unpleasant or hazardous conditions although potential for uncertainty in engagement with members of the public including potential complaints.		(a) (i)
<b>Other</b>		
Reliable and keeps good time.		(a)

<p>Demonstrates integrity and upholds values and principles.</p> <p>Promotes equal opportunities and diversity in all aspects of work.</p> <p>Works collaboratively to achieve team spirit.</p> <p>Adapts to change by adopting a flexible and cooperative attitude.</p>		
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits