

## ROLE PROFILE

<b>Job Title:</b>	Project Officer ( <i>Generic</i> )	<b>Job Code:</b>	D/I5
<b>Department:</b>	Implementation	<b>Version:</b>	1.1
<b>Reports To:</b>	Project Manager	<b>Date Created:</b>	September 2018
		<b>Grade:</b>	I

<b>Is this a politically restricted Post?</b>	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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## ORGANISATIONAL CONTEXT

### Our Vision as an organisation is:

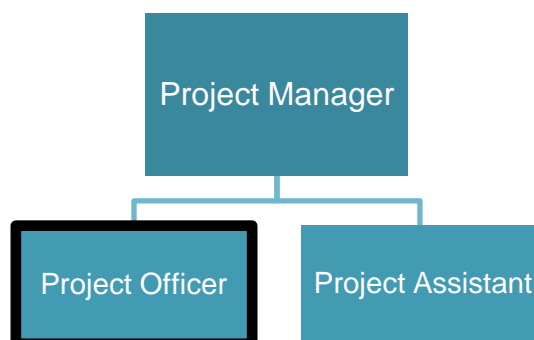
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

### To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

### Our department contributes to this by:

Delivering programmes and projects to realise value in order to maximise growth.



## Job Overview:

- Support the Project Team in the planning and delivery of complex projects.
- Plan and deliver 'low/medium cost/risk' projects, and lead Work Packages that form a part of more complex projects.
- Act as Case Officer to appraise projects delivered by others, and support other Case Officers on more complex projects.

- © Take a pro-active approach to participating and delivery of your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

## CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.  
These indicate the end result or outputs for which the role holder is responsible.*

## People Management:

- Interface with a range of customers to understand and communicate the scope and progress of the project(s)
- Seek support from internal Departments (Finance, Legal, Purchasing etc) in procuring and contracting with suppliers and/or Delivery Partners.
- Negotiate with and manage suppliers (Consultants, Contractors and Delivery Partners) to ensure delivery in accordance with specifications.

- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

## Technical Duties:

Undertake the following tasks on projects and work packages as allocated, and support the Project Team on project delivery:

- Understand customer needs (internal, public, politicians, Delivery Partners etc) and reflect all stakeholder requirements when developing specifications.
- Develop plans that establish expected results, when results will be achieved, determine priorities and agree the resources required to deliver the project or work package in conjunction with the SRO / Head of Service / team Lead as appropriate.
- Secure funding approval by developing reports and business cases, following WYCA's Assurance Process.
- Work with the Legal, Finance and Purchasing Department(s) to procure and contract with external Suppliers and Delivery Partners including supporting negotiation of funding agreements where appropriate.
- Ensure delivery in accordance with agreed plans, by applying WYCA's project management procedures to manage cost, time and quality within agreed tolerances, scope, risks, communications, health and safety, and change management.
- Undertake technical and contract management of suppliers and technical experts, overseeing diverse activities and developing solutions.
- Undertake budget administration, providing assurance to the Budget Holder that processes comply with WYCA's Standing Orders and Financial Regulations. Provide assurance to the Budget Holder that products have been accepted by the users, so that invoices can be paid. Financial reporting, including providing input into documentation for Government and other external funding bodies. Provide early warning of any budget deviations, and plan corrective actions.
- Undertake specific technical procedures required to assess or deliver projects or work packages.
- In consultation with the relevant project lead, be responsible for preparing briefs, reports, press releases and communications in compliance with project communications plans.
- Deputise for the Project Manager as required, using own judgement and initiative to determine whether to progress, defer or escalate a decision or action
- Undertake 'Project Completion Reviews' in accordance with WYCA's Assurance Process to demonstrate that the benefits have been achieved, sharing best practice and lessons learned.
- Act as Case Officer to appraise projects delivered by others, and support other Case Officers to appraise higher value/risk projects, in accordance with WYCA Assurance Process.
- Any other duties commensurate with the grade.

- © Typically works on horizons of one year, in line with the objectives set in the business plan.
- © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.

Ensuring compliance with WYCA's Health and Safety Policy.

## Impact & Influence:

- Support the delivery of complex projects needed for the growth of the City Region.
- Secure the means to deliver projects and work packages as allocated for delivery of projects in-house, or working directly with / for districts.
- Influence peers, suppliers and Delivery Partners, by sharing best practice and lessons learned.
- Be part of the 'voice' of project delivery.

- © Represent the interests of your team within the context of the wider aims of the CA both internally and externally.
- © Fosters good working relations across the organisation, building effective team relationships.

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

## THE PERSON

*To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

### Knowledge:

- © Educated to Degree level or equivalent relevant education/experience
  - © Practical experience of successfully performing in a similar role.
  - © Experience of working within a PRINCE 2 (or equivalent) environment.
- PRINCE 2 Foundation Stage, or equivalent project management qualification.
  - Experience of procurement of external suppliers, including specification, tendering, contract negotiation and contract management.
  - Knowledge of budget control processes.
  - Knowledge of relevant legislation, such as OJEU, Health & Safety as Work Act, CDM Regulations and the Equality Act.

### People:

- © Experience of effectively contributing to team objectives.
  - © Experience of successfully identifying appropriate communication channels to deliver information.
  - © Experience of effectively contributing to organisational vision.
- Experience of managing internal and external suppliers.
  - Experience of working in partnerships (public and/or private).
  - Experience of liaising with a range of external stakeholders, including politicians and undertaking public consultation
  - Experience of working with technical experts.

### Technical:

- © Strong negotiation skills.
- Ability to specify tasks, create plans and manage deadlines for own tasks and those of internal and external suppliers.
  - Ability to communicate effectively and accurately to a range of audiences, using verbal and written means and a variety of media.

- Ability to apply a wide range of complex procedures, e.g. legal, financial, statutory, technical.
- Ability to exercise own judgement to solve problems within own sphere of responsibility, or to escalate as appropriate.
- Experience of working in partnership with stakeholders including political members, suppliers, public and private organisations, and residents.
- Ability to work with and or delivery partners if/when required.
- Ability to work with and for internal departments in a matrix management arrangement, if/when required.

### **Impact & Influence:**

- © Experience of supporting project delivery.
- © Experience of successfully leading work packages and/or low cost projects.
- © Experience of influencing Suppliers and Delivery Partners.
- © Experience of 'peer review' of projects delivered by others

## **OUR VALUE & BEHAVIOURS**

**Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.