

ROLE PROFILE

Job Title:	Project Assistant <i>(Generic)</i>	Job Code:	D/I4
Department:	ICT Services	Version:	1.1
Reports To:	N/A	Date Created:	May 2018
		Grade:	H

Is this a politically restricted Post?	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 projects.
- Responsible for work packages within larger projects as identified within "Prince 2" Project Management methodology to deliver projects ensuring that all policies are followed, reporting to the Project Manager.
- Be responsible for managing smaller value projects as allocated from inception to completion and reporting to necessary Programme / Project Board.
Support Case Officers on projects delivered by others.

- © Take a pro-active approach to participating and delivering 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 Contacts:

- 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.
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- © 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.
- Support the securing of funding approvals 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.
- Support with the appointment and commercial/technical management of consultants and contractors and take full responsibility for a number of smaller commissions and contracts. For example drafting client briefs, appointment through WYCA's tender procedures, monitoring and reporting progress, reviewing invoices.
- To 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 budget administration, providing assurance to the Budget Holder that processes comply with WYCA's Standing Orders and Financial Regulations.
- Actively contributing to financial forecasts for projects and programme.
- Work with technical experts to develop solutions.
- Undertake specific technical procedures required to deliver projects or work packages.
- Undertake project publicity and public consultation in line with the relevant communication plan and working with the Communications Team, including but not limited to updating WYCA's Internet and Intranet.
- Represent WYCA at meetings and site visits with a variety of political, business and public stakeholders in a manner that is engaging, professional, participatory and sensitive to culture and politics.

- 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.
- Support Case Officers to appraise projects delivered by others.

- Ⓞ Typically works on horizons of up to 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 the Combined Authority's health and safety policy.

Impact & Influence:

- Support the delivery of the projects needed for the growth of the City Region.
- Secure the means to deliver projects and work packages as allocated.
- 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 Combined Authority 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 or equivalent relevant education/ experience
 - Ⓞ Practical experience of successfully performing in a similar role.
- PRINCE 2 Foundation Stage, or equivalent project management qualification desirable
 - Knowledge of project management methodologies.
 - Knowledge of procurement procedures.
 - Knowledge of budget control processes.
 - Knowledge of relevant legislation, e.g. OJEU, Health & Safety at Work Act, Equality Act etc.

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 working with internal and external suppliers/clients.
 - Experience of working in partnerships (public and/or private).
 - Experience of liaising with a range of external stakeholders.
 - Experience of working with technical experts.

Technical:

- Ⓞ Strong negotiation skills.
- Ability to prioritise tasks, create plans and adhere to deadlines.
 - 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 procedures.
- Ability to exercise own judgement to solve problems within own sphere of responsibility, or to escalate as appropriate.

Impact & Influence:

- Experience of supporting project delivery.
- Experience of successfully leading work packages and/or low cost projects.
- Experience of negotiating with or influencing 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.