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| Service and job specific context statement | |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Economic Partnership Unit (Local Enterprise Partnership) |
| **Post title:** | Project Officer |
| **Grade:** | L |
| **Responsible to:** | Head of Delivery |
| **Staff managed:** | Manage a team of support roles |
| **Date of issue:** | January 2020 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The York and North Yorkshire LEP, is a private sector led, public-private partnership across York and North Yorkshire. Working with all nine Local Authorities alongside a broad range of business and skills partners, the LEP is currently delivering its £145m Local Growth Deal, c£90m EU Structural Investment Fund, Growth Hub Business Support Project and Careers and Enterprise Project whilst developing its Local Industrial Strategy, which sets out an economic vision for the next 20 years and will be used to secure major new investment into York and North Yorkshire.  This job is responsible for the project management of programmes being delivered through the LEP negotiated investment funds. The post is responsible for ensuring investment secured by the York and North Yorkshire Local Enterprise Partnership is delivered on budget, on time and delivers the contracted outputs.  Projects may be both capital and revenue and across a range of different disciplines. Typically, these will support the delivery of economic priorities for the York and North Yorkshire area including themes of business growth and support, learning and skills, low carbon and environmental, communities, place and infrastructure.  The post holder will work at a senior level with multiple organisations across York and North Yorkshire, including all Local Authorities, Sub-National Government Bodies), Local Partners and businesses.  Project Officers will require excellent inter-personal communications skills and be able to demonstrate programme management skills across multiple disciplines.  Use of the terms “programmes” and “projects” in the Job Description and Person Specification are inter-changeable - the role will be required to manage programmes which comprise multiple projects. |

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| Structure |

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| Job Description | |
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| Job purpose | The core focus of this job is to project manage designated programmes and ensure they are delivered on time and within budget. In particular, this will involve close and ongoing liaison with the Head of Strategy and Head of Delivery and require strong interpersonal and project management skills with external project partners  Postholder will be responsible for leading the delivery stages of agreed programmes. In particular, this will involve planning, setting up and monitoring of work-streams, milestones and project implementation schedules using the established project management methodology. |
| Operational management | * Work independently and be responsible for the overall direction, co-ordination, control and completion of agreed projects in accordance with the LEP Assurance framework. * Be responsible and accountable for ensuring that the project overall, and all work-streams within it are managed against agreed milestones and contractual arrangements and progress is reported in accordance with LEP requirements. * Assume the role of Quality Manager throughout the lifecycle of the project and lead on the project review/lessons learnt process at the end of the project. * Lead in compiling regular progress reports and identifying and managing project risks/issues. * Collaborate with stakeholders to develop solutions in response to issues/risks and to manage and control project changes in line with established protocols. |
| Communications | * Successfully build strong working relationships at a strategic level to inspire confidence and support, demonstrating political awareness and sensitivity to the needs of key stakeholders. * Manage conflict situations effectively and pro-actively seek to be creative in developing solutions in order to deliver win-win. * Build strong working relationships with principal stakeholders such as programme managers and project sponsors, and lead in promoting the work of the project across the organisation. * Proactively identify PR and communication opportunities, liaising with the LEP communications team to secure maximum impact. |
| Partnership / corporate working | * Ensure that implementation activities are aligned, where appropriate, with other changes taking place corporately. * Build strong relations across multiple organisations to ensure effective delivery of project objectives. * Where required, work with partners in other organisations to deliver projects. |
| Resource management | * Support the Head of Delivery in developing budget and resource requirements to support effective delivery capacity. * Motivate, develop and empower team members and colleagues to optimise their skills and output and to promote effective working relationships to ensure that project objectives and targets are appropriately met. |
| Systems and information | * Work with ICT colleagues to ensure that any system IT requirements to support business change are understood and progressed * Use appropriate ICT tools to support the management and delivery of projects including Microsoft Office, Microsoft Project, Visio, SharePoint and other specialist tools such as Project Vision |
| Strategic management | * Work with the Project Sponsor to set the vision and strategic direction for the project. * Understand and appreciate the complexity of the working environment and ensure that solutions are practical, workable and conducive to the context. * Constructively challenge existing perspectives/working practices at a strategic level and be capable of building a robust, evidence-based case for change. * Pro-actively facilitate agreement and approval of project scope, goals, deliverables and benefits realisation plans; to define project tasks and resource requirements. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Knowledge of published LEP Assurance framework * Knowledge of capital project management * Knowledge of LEP Priorities and economic objectives * Knowledge of both theoretical and practical aspects of project management * Knowledge of project management techniques and tools * Knowledge and understanding of the principles underpinning quality management * Knowledge of appropriate project management tools * Knowledge and understanding of an area of expertise relevant to the specific context of the role |  |
| Experience   * Significant experience of planning and delivering large projects with a range of stakeholders * Significant experience of managing change resulting in measurable service improvements * Demonstrable track record of leading, managing and inspiring project teams delivering high levels of performance | * Experience of financial management, budget control and monitoring |
| Occupational Skills   * Leadership and management skills. * Ability to work independently * Good political awareness and ability to demonstrate sensitivity to different needs of key stakeholders. * Flexible approach with the ability to respond effectively to changing circumstances, without losing focus or direction * Ability to demonstrate critical awareness, analytical and problem solving skills. * Ability to manage own workload and prioritize effectively. * Project working skills – Oversees the delivery of strategic projects, reviewing and making amendments as necessary. * Persuading, influencing and negotiating skills – Uses a range of techniques to successfully persuade, influence and/or negotiate with others in a range of situations * Problem solving skills – takes responsibility for and produces a range of solutions to problems * Analytical skills – Analyses information from a range of sources, probing for further information or a greater understanding when necessary * Written communication skills – Presents/records difficult information in an accessible format suitable for a varied audience, reviews and measures the effectiveness of existing communications * Financial, budget management skills – Coordinates, monitors and reviews the use of financial resources * ICT Skills – Good level of ICT skills across a range of office packages |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * Project management qualification (PRINCE2, APM or similar) or significant experience of using structured project management methodologies |  |
| Other Requirements   * Ability to travel for work purposes. |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.