


<p>SUMMARY OF MAIN DUTIES</p>	<p>Project Support Officer Band C</p>	
<p>RESPONSIBLE TO: Research and Project Office Manager</p>		
<p>RESPONSIBLE FOR: NA</p>		
<p>SPECIFIC CONDITIONS OF SERVICE:</p>		
<p>Work as part of the Research and Project Management office team to plan, coordinate and support the implementation of change aspects for the programme in line with strategies and business requirements.</p>		
<p>SUMMARY OF MAIN DUTIES:</p>		
<p>Undertake business administrative, procurement and finance administrative tasks in support of the identified work-stream as required, such as arranging and participating in meetings, preparing minutes, updating and publishing documentation.</p> <p>Actively assist in the day-to-day delivery of planning and monitoring in all aspects of the work programme to ensure progress is in accordance with the delivery of desired outcomes.</p> <p>Work as part of the designated team, assisting colleagues within and across teams and from external agencies/partners and suppliers.</p> <p>Provide specialist business and project support advice and knowledge.</p> <p>Contribute in decision-making and support the RPO Manager.</p> <p>Support project activities such as workshops (including facilitation), attending meetings etc.</p> <p>Monitor key activities on the projects such as action plans, risk registers etc. Highlight any changes to the RPO and project managers.</p> <p>Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p> <p>May be required to work outside normal working hours. This will involve some travel and on occasion overnight stay(s)</p> <p>Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>		