

Project Support Officer

District/Department	Business Change & Innovation	Rank/Grade	Band C
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Role purpose:	Work as part of the Project Management office team to plan, coordinate and support the implementation of change aspects across South Yorkshire Police in line with strategies and business requirements.
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Summary of Main Duties

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.

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.

Work as part of the designated team, assisting colleagues within and across teams and from external agencies/partners and suppliers.

Provide specialist business and project support advice and knowledge.

Contribute in decision making and support the PMO Manager.

Support project activities such as workshops (including facilitation), attending meetings etc.

Monitor key activities on the projects such as action plans, risk registers etc. Highlight any changes to the PMO and Project Managers.

Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

May be required to work outside normal working hours and travel around and outside of the force area.

Competencies/behaviours

*Please access Toolkits on the HR Services intranet page and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

*Alternatively you can also access the College of Policing website (via Google Chrome) and refer to the **Competency and Values** for a definition of the values and essential behaviours for each required competency level.*

Competency	CVF Level
https://profdev.college.police.uk/competency-values/	Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	2
We are collaborative	1

We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity	Public Service
Impartiality	Transparency

Experience, Education and Skills:
Essential: (used for short-listing)
Knowledge and experience of project planning and methodologies - Prince II.
Ability to collate information and assimilate into a report.
Good written and oral communication skills
Previous experience of Microsoft Excel, Microsoft Access and Microsoft Power point
Knowledge and experience of business models and continuous improvement models.