

Project Support Assistant

District/Department	Business Change and Innovation	Rank/Grade	Band B
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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
<p>Undertake business administrative duties to assist the Business Change work streams as required.</p> <p>Support Business Change work streams by arranging and participating in meetings, preparing minutes, updating and publishing documentation in a timely manner.</p> <p>Assist with the Finance Administration in monitoring budget expenditure in accordance with Financial Regulations.</p> <p>Provide secretarial support to the Head of Business Change and Innovation and to other Senior Managers.</p> <p>Undertake document processing functions such as data entry, records checking and updating.</p> <p>Work as part of the designated team, assisting colleagues within and across teams and from external agencies/partners and suppliers. Provided specialist business and project support advice and knowledge.</p> <p>Ability to travel within and outside the force area.</p> <p>Requirement to work agile as required.</p> <p>Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>

Competencies/behaviours

Please 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

Level 1 – Practitioner

Level 2 – Supervisor/Middle Manager

Level 3 – Senior Manager/Executive

We are emotionally aware

1

We take ownership

1

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

Impartiality

Public Service

Transparency

Experience, Education and Skills: Ideally between 4 and 6 of each (which will be used as Essential/Desirable shortlisting criteria)

Essential:

Ability to deal with confidential/sensitive matters and maintain confidence.

Previous administrative experience.

Computer literate including Microsoft Office and Outlook or similar.

Desirable:

Typing qualification or relevant experience.

Previous experience of minute taking.