

<b>Role Profile</b>	<b>Project Officer Band D</b>	
To ensure the delivery of high quality project support services as directed by the project manager		
<b>Core Responsibility</b>	<b>Activities</b>	
<b>Personal Responsibility</b>	<ul style="list-style-type: none"><li>• Promote equality, diversity and Human Rights in working practices</li><li>• Maintain standards of professional practice</li><li>• Make best use of technology</li><li>• Comply with health and safety legislation</li><li>• Work as part of a team</li></ul>	
<b>Administration Support</b>	<ul style="list-style-type: none"><li>• Input, retrieve and present data using a computer</li><li>• Review retain and dispose of records and information</li><li>• Maintain a record management system</li></ul>	
<b>Managing the Organisation</b>	<ul style="list-style-type: none"><li>• Provide specialist advice and knowledge</li><li>• Gather information to support action</li><li>• Participate in meetings</li><li>• Contribute to policy formulation</li><li>• Establish and agree terms of reference</li><li>• Facilitate groups</li><li>• Implement change plans</li><li>• Manage organisational change</li></ul>	
<b>Human Resources</b>	<ul style="list-style-type: none"><li>• Address disciplinary and unsatisfactory performance procedures</li><li>• Enable the organisation to retain personnel from all communities</li></ul>	
<b>Managing &amp; Developing People</b>	<ul style="list-style-type: none"><li>• Prepare and deliver presentations</li></ul>	
<b>Finance and Resources</b>	<ul style="list-style-type: none"><li>• Make recommendations for expenditure</li></ul>	
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"><li>• Supervises health and safety</li></ul>	
<b>Behavioural Framework</b>		
<ul style="list-style-type: none"><li>• Respect for Race and Diversity A</li><li>• Strategic Perspective B</li><li>• Effective Communication B</li><li>• Personal Responsibility B</li><li>• Openness to Change B</li><li>• Planning and Organising B</li><li>• Teamworking B</li></ul>		