


<p><b>SUMMARY OF MAIN DUTIES</b></p>	<p><b>Project Support Assistant Band B</b></p>	
<p><b>RESPONSIBLE TO:</b> Project Management Office Manager (PMO)</p>		
<p><b>RESPONSIBLE FOR:</b> NA</p>		
<p><b>SPECIFIC CONDITIONS OF SERVICE:</b></p>		
<p>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.</p>		
<p><b>SUMMARY OF MAIN DUTIES</b></p>		
<ul style="list-style-type: none"> <li>• Undertake general business administrative duties and carry out secretarial assistance in support of the identified Business Change work stream as required, such as arranging and participating in meetings, preparing minutes, updating and publishing documentation.</li> <li>• Assist with the Finance Administration in monitoring budget expenditure in accordance with Financial Regulations.</li> <li>• Provide procurement guidance and support, liaising with the business procurement function (locals and/or regional) and internal/external suppliers as appropriate.</li> <li>• Provide secretarial support to the Head of Business Change and Innovation and to other Senior Managers.</li> <li>• Undertake document processing functions such as data entry, records checking and updating.</li> <li>• Work as part of the designated team, assisting colleagues within and across teams and from external agencies/partners and suppliers. Provides specialist business and project support advice and knowledge.</li> <li>• Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</li> <li>• May be required to travel around and outside of the force area.</li> </ul>		