


SUMMARY OF MAIN DUTIES	Support Officer (Projects) Band D	
SECTION Management Support		
RESPONSIBLE TO IS Team Leader (Management Support)		
RESPONSIBLE FOR NA		
SPECIFIC CONDITIONS OF SERVICE		
The post holder will work as part of a Team to analyse, plan and manage the implementation of Information Technology aspects across SYP and HP in line with IS strategies and business requirements.		
SUMMARY OF MAIN DUTIES	FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.	
<ul style="list-style-type: none">• The post holder will actively assist in the day to day delivery of planning and monitoring in all aspects of the IS work programme to ensure progress is in accordance with the delivery of desired outcomes.• The post holder will undertake IS business administrative and carried out tasks in support of the identified IS work-stream as required, such as arranging and participating in meetings, preparing minutes, updating and publishing documentation.• The post holder will undertake IS procurement and financial administrative tasks and supports all areas of the business as required, such as arranging and participating in meetings, preparing minutes, updated and publishing documentation.• To the post holder will work as part of the designation IS team, assisting IS colleagues within and across teams and from external agencies/partners and suppliers.• The post holder will provide specialist business and project support advice and knowledge.• The post holder will be expected to contribute in decision making and support the team leader.• The post holder may be expected to deputise for the Team Leader as and when necessary.		
All employees have a responsibility under the Health and Safety at Work Act to work safely and efficiently, using any protective equipment and clothing provided and without endangering themselves or others by their actions.		
All employees have a responsibility to maintain their Personal Development Journals and should ensure that managers have access to them at all times.		
In carrying out your duties you will be operating within the South Yorkshire Police Guiding Principles and Equal Opportunities Policy.		