

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 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.</p> <p>Assist with the Finance Administration in monitoring budget expenditure in accordance with Financial Regulations.</p> <p>Provide procurement guidance and support, liaising with the business procurement function (locals and/or regional) and internal/external suppliers as appropriate.</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. Provides specialist business and project support advice and knowledge.</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> <p>May be required to travel around and outside of the force area.</p>

Competencies/behaviours	
<p>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.</p>	
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: <i>Ideally between 4 and 6 of each (which will be used as Essential/Desirable shortlisting criteria)</i>
Essential:
Ability to deal with confidential/sensitive matters and maintain confidence.
Previous administrative experience.
Computer literate including Microsoft Office and Outlook or similar.
Desirable:
RSAll typing or equivalent
Previous experience of minute taking.