

## Job Description and Person Specification

This job description lists the general tasks, functions and responsibilities of the role below, including the specifications and skills required.

Job title\*

Programme and Project Officer

Band

B2

Number of posts

1

Directorate

Digital Portfolio

Contract type

Fixed Term

Duration if fixed term

18 months with the possibility of extension and/or permanency

Management responsibility

Reports to

Head of Portfolio Support

### Standard duties

To be added by recruiting manager

#### Purpose of role

The Project/Programme Officer is a specialist role within the Digital Service, providing support to managers and teams within projects and programmes. They aid delivery and ensure the good and compliant use of methodologies and standards.

They report directly to the Head of Portfolio Support (in the Digital Service PMO) and also report to project and/or programme managers. They collaborate and work closely with a range of individuals including users, stakeholders, project managers

They will work closely with many staff across Parliament and in the Digital Service helping us to increase our capability, delivery and value for money.

#### Key Accountabilities

##### *Supporting the Establishment of a project / programme*

- Working with the Project/Programme Managers and teams to support the establishment of planning, management information management and reporting mechanisms.
- These include: planning, financial controls, benefits monitoring, risk issue and lessons learnt management, configuration management, governance and meeting arrangements.
- Working with others in the new Digital Service PMO to ensure that these methods use emerging best practice within the Digital Portfolio. Helping to ensure that they promote lean, iterative, modular collaborative, matrix and user-centric planning and working practices within the project and project teams.
- Working closely with finance colleagues to ensure that finances are managed compliantly and that they have the information they need.

### *Supporting a project/programme*

Supporting a project or programme in a variety of ways including:

- Financial reporting of project/ programme budgets in consultation with programme and project colleagues, finance teams
- Working with the project team to co-ordinate and develop project plans
- Maintaining a record of actuals against the programme and project plan and highlighting variances
- Adherence to reporting standards, co-ordination and production of agreed reporting methods
- Risk & issue co-ordination, maintenance and documentation using agreed methods
- Supporting work to ensure that lessons are learned from existing and previous projects.
- Schedule Board meetings, appointments, take action points and circulate agenda and meeting papers.
- Carry out some analysis, stakeholder management and project management activities as required.
- Provide day to day support to the Programme and project staff as required

### *Reporting and Engagement*

- Reporting directly to the Head of Portfolio Support, providing satellite support to one or more projects/programmes
- Reporting also to the relevant project/programme or Portfolio Manager providing support to them and within their project/programme
- Providing information also – as necessary - to key governance bodies (through or on behalf of the project project/programme manager)
- Working with stakeholders and stakeholder groups

### *Leadership and management*

- Helping to establish and maintain a supportive and stimulating working environment within the project/programme that generates high capability, autonomy, collaboration, trust, high performance and efficient, effective deliver

*The duties above are not intended to be an exhaustive list. The job description may be reviewed periodically in order to ensure that the duties meet the requirements of the service and to make any necessary changes.*

### **Key internal relationships**

Please list the key internal contacts with whom this post will need to work with e.g. Members, departments and specific posts.

- Project, programme & portfolio and product deliver teams and managers
- Developers and development managers
- Colleagues within and across the Digital Service
- Key stakeholders and their teams across Parliament

- Own professional network across Parliament
- Colleagues working throughout Parliament to deliver business and digital change

### Key external relationships

Please list the key external contacts with whom this post will need to work with e.g. the public, government departments, suppliers.

- External suppliers (for procurement of COTS software)

### Person Specification

#### Standard skills and knowledge required

- Effective written and verbal communication skills and can present complex information
- Excellent planning and organisational skills, able to prioritise to meet deadlines and takes full responsibility for quality and timescales of own work
- A systematic and analytical approach to problem solving
- Ability to contribute to and work well within a team
- Ability to supervise, motivate and lead staff
- Understands the needs of the customer and their differing levels of skills and experience
- The ability to work calmly and efficiently under pressure
- Is proactive, takes action, and anticipates opportunities

#### Specific skills and knowledge required

To be added by the recruiting manager.

- Good attention to detail, ability to identify key issues within high volume data environments.
- Some experience of monitoring and ensuring compliance with internal standards
- Flexibility and a can-do attitude with a willingness to learn, explore and develop new skills
- Experience of providing administrative support for a team or individual.

#### Desirable

- Experience of any of the following:
  - Experience of financial reporting, management or manipulation of budget information.
  - Experience of working in an agile environment or a Prince 2 / MSP environment; including the application of standards in practice to aid planning and reporting on programme activity
  - SharePoint site administration / Records Officer experience

**Additional information regarding the post****Location**

The post is located at 7 Millbank on the Parliamentary Estate.

**Bands A – E Positions****Hours**

The hours of attendance for this post are 36 net per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management.

**Salary and Benefits**

Starting salary of between £30,150 and £36,170 (depending on experience)

In addition to a good salary package, we offer an attractive range of benefits including 28 days' annual leave, interest free season ticket loan and bicycle loan, childcare voucher scheme, access to training and development, in house gym and a contributory pension scheme.

**Equality**

We are committed to being an inclusive employer. We encourage flexible ways of working and staff have access to Workplace Equality Networks.

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Please let us know if you require any recruitment documentation in other formats or if you require reasonable adjustments to be made during the recruitment process.

**For further information**

Internal candidates should refer to the General Recruitment Information on the Employment intranet pages (select Careers & Development).

Those candidates who are shortlisted will be given details of any tests / assessments which will take place as part of the selection process.