

Project Support Officer

Department: Children, Young People, Education and Skills

Division: Children, Young People and Families Service

Reports to: Project Manager

JE Ref: CYP1189

Grade: CS09

JE Date: 08/11/2023

Job purpose

Providing project support for key components of various projects within the directorate, ensuring all duties are performed accurately and effectively in accordance with the project plan. The Project Support Officer will ensure the project complies with the Government of Jersey (GoJ) Project Delivery Framework(s) and the Public Finances Manual.

Job specific outcomes

The Project Support Officer liaises with the Project Manager, internal and external teams and key project stakeholders to support project delivery.

Perform relevant support duties in the development of any transformational change programmes, to ensure the successful implementation of various projects within various workstreams.

Support the administration of project documentation, in accordance with the CPMO Project Delivery Framework for review and approval by the SRO(s) and/or Project Board.

Review, challenge, and build on project risk registers, action logs, decisions log, and issue registers to ensure projects are accurately documented and mitigating RAID items, thus supporting effective project delivery.

Perform relevant support duties in ensuring the appropriate programme benefits are identified, quantified and to ensure that benefits are realised through successful delivery.

Perform relevant support duties in developing governance frameworks that enable early intervention and challenge on projects that are likely to breach time/cost/quality tolerances.

Monitor and administer project plans and adherence to performance measurement targets and output reports. Maintain programme and project files including supplied actual and forecast data to ensure the accuracy of the information held. Develop and maintain information systems and ensure they meet audit and departmental requirements.

Provide project financial support and monitoring, ensuring compliance and consistency, forecasting, variance monitoring and corrective action. Provide regular, accurate and timely financial reports. Ensure effective processing of purchase orders, invoices and receipts in accordance with procurement guidelines.

Through being the Secretariat, coordinate governance activities including meetings, minutes, recording of actions.

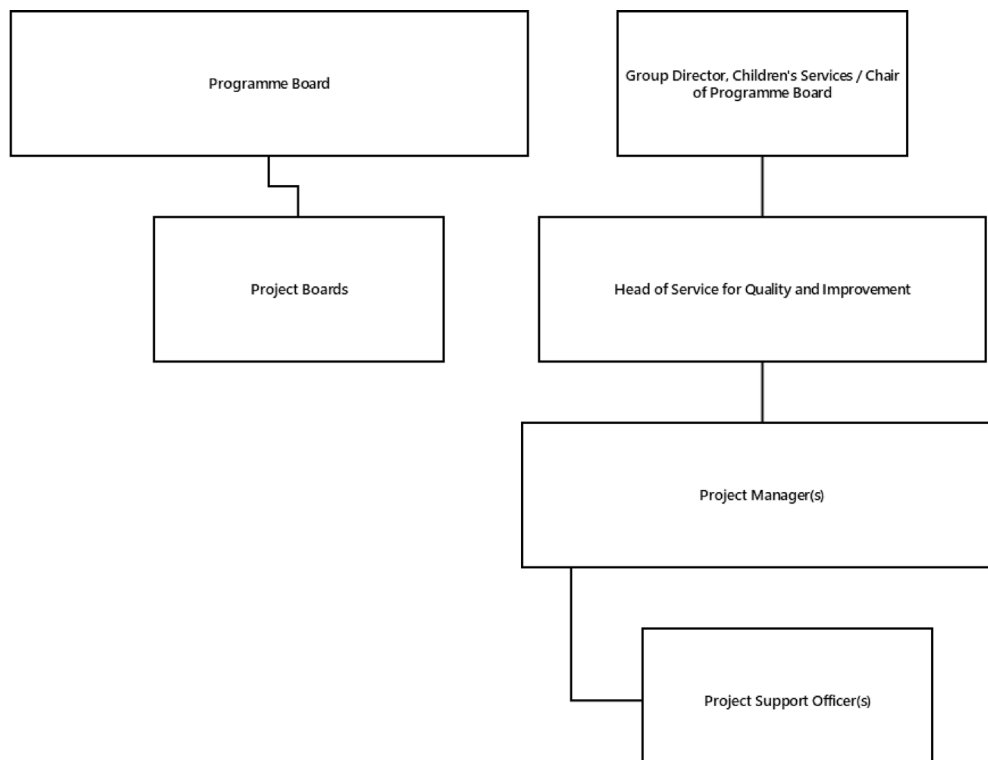
Assist in the administration of contracts, liaising with contractors and suppliers regarding queries and arrangements.

Coordinate delivery of stakeholder engagement activities by working with the communications team on communication plans, research, development of communications media, recording of media articles and supporting of events (e.g. stakeholder workshops).

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



One Government Departments



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience.	Holds a recognised programme, project or change management qualification (e.g. MSP, PRINCE2, PROSCI, Praxis Framework Practitioner, Certified Scrum Master etc).
Knowledge	<p>Broad knowledge of project management methods and tools.</p> <p>Knowledge in projects with elements of organisational change.</p> <p>Sound experience and understanding of risk management and strategic importance of risk identification and clarification.</p> <p>Experienced in stakeholder management and engagement.</p> <p>Team development and leadership and coaching know-how and commercial and/or stakeholder management.</p>	<p>Knowledge of Government of Jersey specific databases and project management applications (e.g. Perform, Connect Ariba)</p> <p>Knowledge of change management methods and approaches e.g. PROSCI, CMI-ACM or ACMP Standard.</p>
Technical / Work-based Skills	<p>Demonstrable skills using Office applications such as t Microsoft Word, Excel, PowerPoint, Teams and Project</p> <p>Ability to prepare realistic plans and track activities against project schedule</p> <p>Competent in defining, documenting and carrying out small projects or sub-projects alone or in a matrix structure, actively participating in all phases</p>	<p>Experience of using:</p> <ul style="list-style-type: none"> • Perform • Automate • Power BI • Sharepoint

	Able to monitor costs, timescales and resources used and supports action where these deviate from agreed tolerances	
General Skills/Attributes	<p>Proven ability to problem solve and implement solutions</p> <p>Accurate keyboard and presentational skills. Can successfully react and respond to challenge.</p> <p>Excellent interpersonal and communication skills and ability to communicate well within and across various stakeholders.</p> <p>Good organisational skills with excellent time management, especially working under pressure. The ability to prioritise and manage own workload</p>	
Experience	Experience of supporting a large scale project and/or multiple projects	<p>Experience of working to/with senior stakeholders (internal/external) to deliver strategic goals.</p> <p>Experience of financial/quality turnaround programmes and activities.</p>

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.