

## Programme Officer (Financial and Professional Services)

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**Department:** Economy

**Division:** Financial and Professional Services

**Reports to:** Associate Director, Financial and Professional Services

**JE Reference:** ECON1028

**Grade:** CS10

**Date:** 03/12/2024

### Job purpose

Implement best practice Project Management to enable the successful delivery of a range of Financial and Professional Services projects

### Job specific outcomes

Fulfil Secretariat function for the Financial and Professional Services directorate. This will include facilitating the operation of workstreams; administering meetings, including preparing and distributing agendas and other documentation; booking meeting rooms/online video conferencing; inviting and monitoring attendees; producing minutes or action logs (sometimes of a technical or highly sensitive nature), and ensuring communications are timely and accurate. This will ensure meetings are productive and efficient, providing value for money in the use of resources and maintaining the department's reputation

Responsibility for the Financial and Professional Services project plans and all monthly reporting to the CPMO and in JIRA in order to facilitate transparency of directorate activities. Work in partnership with the CPMO to ensure that the quality of monthly reporting for the Financial and Professional Services is exemplary, right first time, and a valid reflection of status. Provide coaching to project leads on suitability of individual project reports and best practice in project methodology.

Produce written documents and presentations (through the use of PowerPoint / Word / Excel) such as reports, recommendations and discussion papers for dissemination in a suitable format for presentation to a wide variety of audiences, including departmental senior management and project boards. Draft written documents for FOI requests, scrutiny panels,

Carry out all administrative processes and procedures, ensuring they are appropriate for purpose (i.e. document version control, computerised filing), well documented and consistently applied. Ensure that data security and confidentiality is maintained in accordance with legal, Government of Jersey policy and best practice standards; liaise with department governance team to ensure compliance and to address issues of non-compliance, in order that the team and stakeholders apply good governance and information security and that the risk of data breaches is reduced.

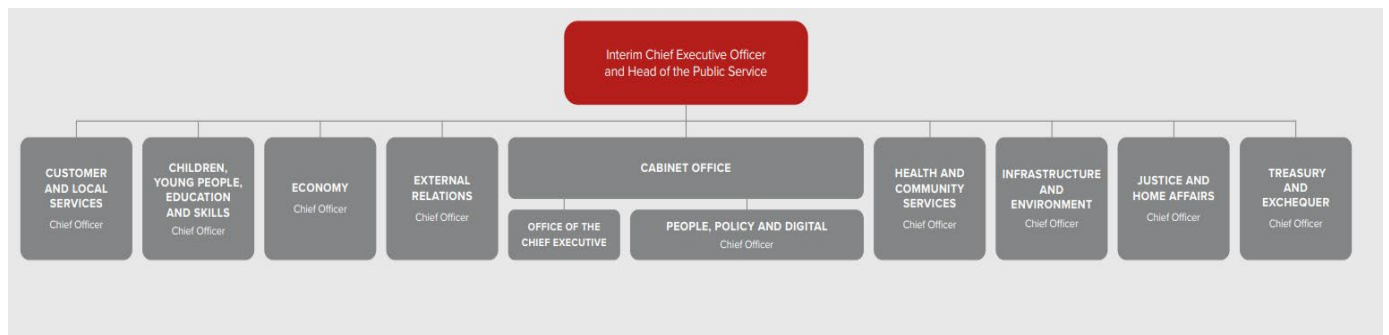
Work collaboratively with other members of the directorate and department by assisting with other ad hoc projects or change initiatives and at times of exceptional pressure / workload. Act as a role

model at all times. Work collaboratively as part of Team Jersey, contributing to a learning culture focused upon improvement and high performance.

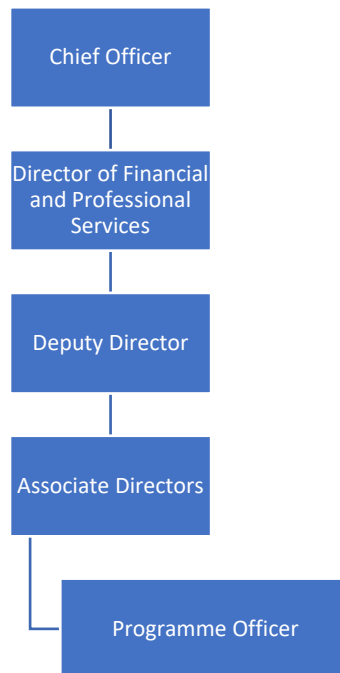
### Statutory responsibilities

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

### Organisational structure



### Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience</p>	<p>Holds a recognised programme, project or change management qualification (e.g., MSP, PRINCE2, PROSCI, Certified Scrum Master, etc.).</p>
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of agile/lean and traditional delivery methods including PRINCE2 and Scrum/Kanban.</p>	<p>Knowledge of change management methods and approaches e.g. PROSCI, CMI-ACM or ACMP Standard.</p> <p>Team development and leadership and coaching know-how and commercial and/or stakeholder management</p>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Can maintain, influence and motivate a team.</p> <p>Takes a continuous pipeline planning approach to forecasting,</p>	

	<p>estimating, managing uncertainty and roadmapping.</p> <p>Ability to solve issues, unblock problems and meet delivery commitments.</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Able to communicate effectively across organisational, technical and political boundaries, understanding the context.</p> <p>Able to advocate and communicate what a team does to create trust and authenticity.</p> <p>Can successfully react and respond to challenge.</p> <p>Excellent interpersonal skills</p> <p>Ability to build and manage effective stakeholder relationships</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Practical experience and knowledge of using quality/process improvement methodologies.</p> <p>Expereince of project management and/or programme office adminsitration.</p> <p>Experience of working with senior stakeholders (internal/external) to deliver strategic goals</p>	<p>Experience of delivery management in a similar organisation (successful delivery from initial design to completion)</p>