

Property Asset Officer

Department:	Infrastructure & Environment	
Division:	Office	
Reports to:	Head of Property Strategy	
JE Reference:	IE1163	
Grade:	CS10	JE Date: 03/12/2024

Job purpose

The Property Asset Officer is responsible for the delivery of projects, using defined best practice project management methodologies to deliver the projects within the time, cost and expected quality. The post holder will use their PM knowledge and skills to ensure a successful delivery whilst also keeping track of the timeline and resources and managing expectations from the team and stakeholders.

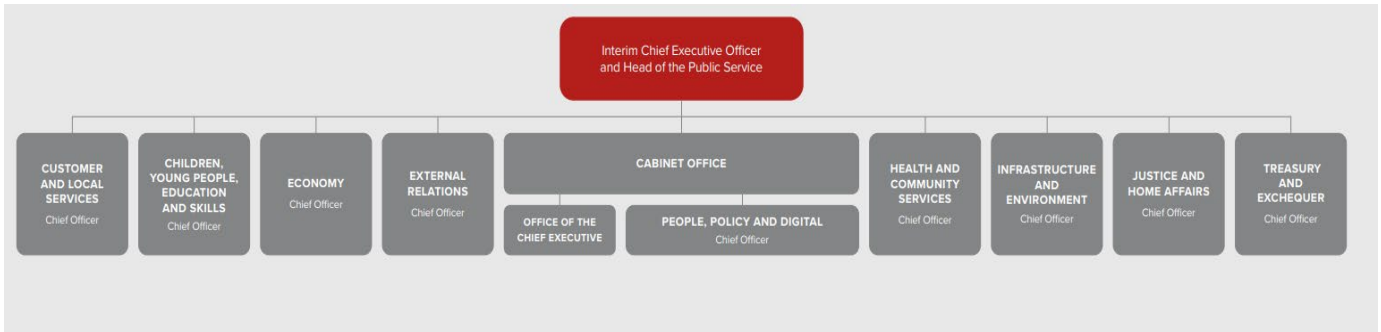
Job specific outcomes

- Manage day-to-day planning activities and delivery of property projects across Jersey Property Holdings.
- Responsible for timeline estimations, whilst identifying, measuring and documenting risks to ensure mitigation strategies are put in place in a timely manner.
- Responsible for drawing up project plans to support the delivery of the various IT projects being undertaken to ensure delivery takes place within agreed budget and timescales.
- Responsible for maintaining project plans by updating and tracking progress against the baseline to manage the timely delivery of the projects.
- Direct and motivate the project team as appropriate by overseeing the project to ensure goals are met within required timelines to enable the successful implementation of a project / programme.
- Manage expectations for the delivery of the project and ensuring any deadline or timeline issues are escalated early as possible senior management to enable appropriate corrective action to be taken.
- Ensure project metrics and performance are reported on as per agreed project management methods within the organisation to ensure consistency in delivery across the Government of Jersey.
- Accountable for identifying where existing administrative policies and working practices will need to change in order to maximise the benefit of new ways of working.
- Lead departmental teams to introduce changes to their working practices in order to take full advantage of up-to-date and efficient ways of working.

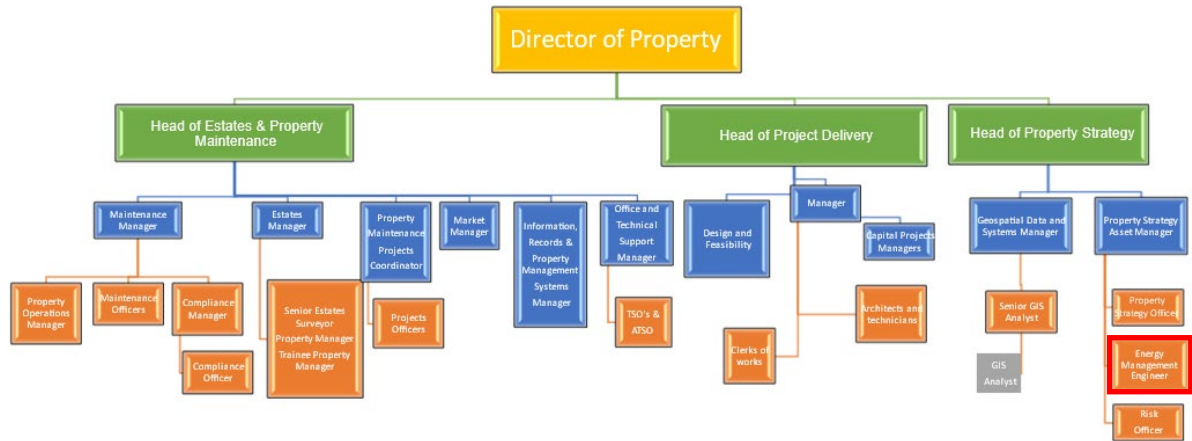
Statutory responsibilities

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

Organisation chart



JPH structure – Job titles



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<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 or is working towards a recognised project management qualification (e.g. MSP, PRINCE2, AGILE, Lean, etc.)</p>	
Knowledge	<p>Extensive knowledge of project management methods and tools, selecting appropriately from plan-driven/predictive approaches or more adaptive (iterative and agile) approaches.</p> <p>Knowledge in projects with sizeable elements of organisational change/experience of dealing with highly complex/sensitive issues.</p> <p>Confidence in providing advice and constructive challenge at senior level.</p> <p>Sound experience and understanding of risk management and strategic importance of risk identification and clarification.</p> <p>Considerable experience in stakeholder management and engagement.</p>	
Technical / Work-based Skills	<p>Skilled in control procedure and ensures that the project deliverables are completed within agreed cost, timescale, and resource budgets, and are signed off.</p> <p>Demonstrable skills using such as Microsoft Word, Excel, PowerPoint and Project</p>	
General Skills/Attributes	<p>Excellent interpersonal skills & communication skills and ability to communicate well within and across various teams.</p> <p>Ability to build and manage effective stakeholder relationships.</p> <p>Good organisational skills with excellent time management, especially working under pressure.</p> <p>Working at a senior level in specialist area.</p>	
Experience	<p>Project Management experience within a similar organisation of similar size.</p> <p>Takes a key leadership role in the overall benefits realisation process, and be responsible for the benefits realisation process.</p>	
Criteria relating to Safeguarding		