

Project Support Officer

Department: Infrastructure, Housing and Environment

Division: Property and Capital Projects

Reports to: Head of Project Delivery

JE Reference: IHE1119

Grade: CS09 **JE Date:** 3/11/2021

Job purpose

Providing project support for key components of capital projects involving property assets, ensuring all duties are performed accurately and effectively in accordance with legal and financial requirements and Government policies and procedures, contributing to the delivery of fit-for-purpose buildings which meet the needs of occupiers and users, supporting the achievement of key Government objectives.

Job specific outcomes

Perform relevant support duties in the development of the Project Delivery strategy, responsibilities and deliverables to ensure the successful implementation of capital projects involving property assets within the Government portfolio.

Provide and maintain capacity planning and resource tracking across the portfolio of capital projects involving modernisation, refurbishment and extensions to the existing property estate to ensure projects are adequately resourced.

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 (both manual and computerised), and ensure they meet audit and department 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.

Coordinate governance activities including meetings, minutes, recording of actions.

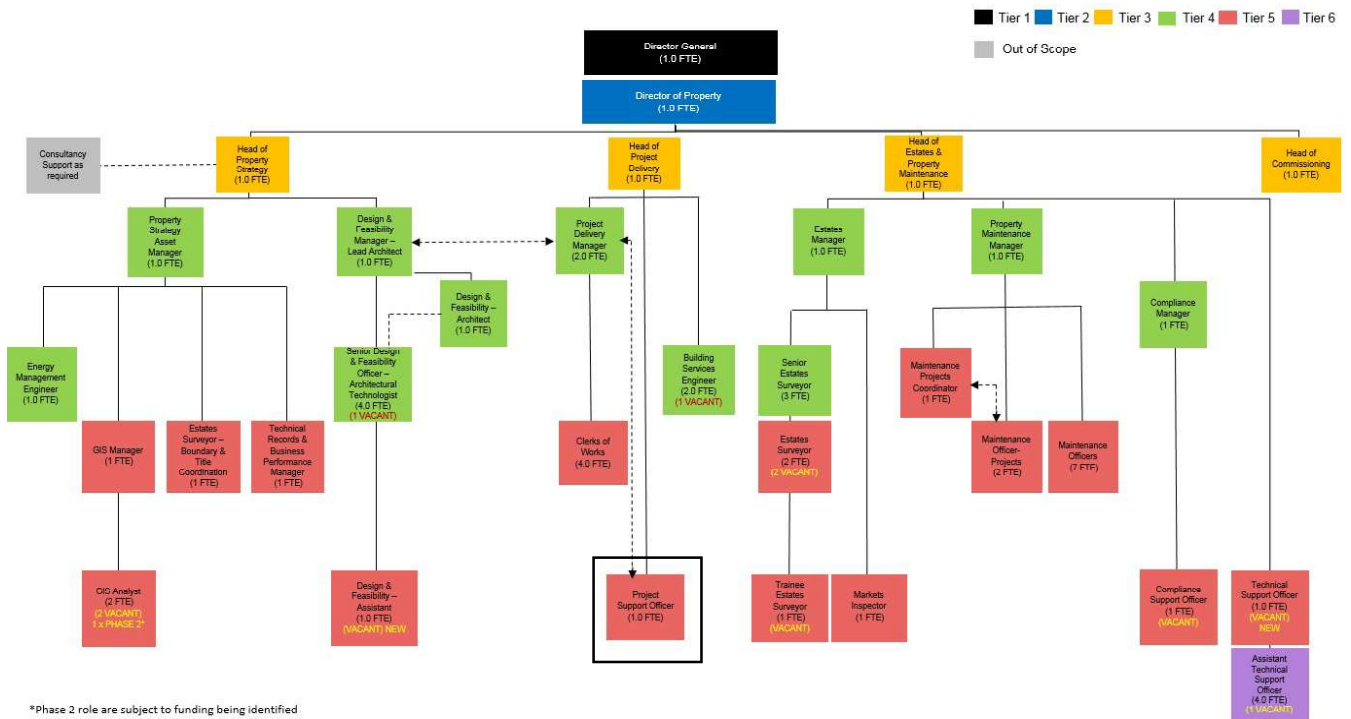
Assist in the administration of contracts, liaising with contractors and suppliers regarding queries and arrangements.

Coordinate delivery of stakeholder engagement activities including communications plans, research, development of communications media, recording of media articles and supporting of events.

Statutory responsibilities

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

Organisational structure



Organisational structure

One Government Departments



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree in a relevant subject with a focus on analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience	A qualification in Prince2, PMP, MSP or Agile.
Knowledge	Knowledge of project management methodologies	Knowledge of: Government of Jersey specific databases and project management applications
Technical / Work-based Skills	<p>Demonstrable skills using the Microsoft Office Suite, such as Microsoft Word, Excel, PowerPoint 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>Able to monitor costs, timescales and resources used and supports action where these deviate from agreed tolerances</p>	
General Skills/Attributes	<p>Proven ability to problem solve and implement solutions</p> <p>Accurate keyboard and presentational skills</p> <p>Excellent interpersonal skills</p> <p>Ability to build and manage effective stakeholder relationships</p> <p>The ability to prioritise and manage own workload</p>	
Experience	Experience of managing large scale and multiple projects	

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.