



Job description	
Job title	Project Officer
Grade	Grade K
Directorate	Resources
Section/team	Programmes and Projects Team
Accountable to	Programmes and Projects Team Manager
Responsible for	N/A
Date reviewed	August 2019

Purpose of the Job

To provide development support for programme and project activities, including supporting specific tasks and pieces of work as directed; supporting the application of a programme and project management methodology; supporting the priorities of the Council within the Corporate Plan and the Knowsley Better Together vision.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Assist in developing and implementing a range of projects or programmes across the lifecycle.
 - Preparation of initiation documentation and business cases
 - Establish appropriate governance arrangements for projects/programmes including defining all roles and responsibilities.
 - Stakeholder engagement, consultation and management.
 - Estimating, budgeting and cost management
 - Monitor performance and the impact of a project/programme.
 - Develop and maintain defined information systems ensuring confidentiality and access is restricted to relevant colleagues.
 - Modelling and testing
 - programme and project planning including scheduling and resource management
 - risk and issues management
 - change control
 - lessons learnt



2. Establish appropriate Governance arrangements for programmes and/or projects including defining all roles and responsibilities.
3. Work with stakeholders to develop, implement and review programme and project activities in line with the workplan.
4. Adopt, maintain and manage defined information management and reporting protocols for each project / programme and implement appropriate quality assurance processes and systems
5. Support lead officers in the preparation and monitoring of all external grant funds including preparing grant claims and retaining all appropriate information for audit purposes.
6. Establish performance management systems for each project / programme including specific success criteria and gather evidence and report on impact.
7. Undertake procurement for the goods and services where appropriate adhering to the Council financial management procedures.
8. Manage and hold to account third party providers and monitor and report on user acceptance testing as appropriate.
9. Develop, manage and implement project plans and support programme plans in undertaking any activities necessary to deliver the project / programme successfully.
10. Undertake project reviews and monitor and report on financial performance of projects.
11. Oversee the closure and hand over of programme and project deliverables upon completion as per the Council's preferred approach.
12. Liaise and research emerging relevant policy and legislation to inform the development of projects and programmes, including briefings and presentations where necessary.

General Responsibilities

13. Challenge perceived ways of doing things and identify and generate new ideas.
14. Build positive relationships with team members, peers and partnerships across the organisation and externally where appropriate.
15. Work with other Council services, to ensure effective and efficient delivery of the programme and/or project plan.



16. Ability to work flexibly across Liverpool City Region as and when required.
17. Participate in all aspects of training and personal development to improve individual skills and knowledge.
18. To uphold equal opportunities in employment, in advice and in service delivery and comply with all requirements of the Health and Safety legislation and Council Policy, taking appropriate action where necessary
19. Carry out duties requested by managers which support and promote the requirements and reputation of the Council.

Health and Safety

- Use equipment as instructed and trained
- Inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Comply with General Data Protection Regulation and the Data Protection Act 2018.
- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.