

Job Title: Project Officer	
Job Evaluation Number	A211

## JOB DESCRIPTION

<b>Job Title:</b> Project Officer	<b>Location:</b> Property Services Location: HQ(N) Fountain Court
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Capital Schemes Manager	<b>Band level:</b> 3H
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Act as the initial client liaison focus and subsequently deliver project support to a) designated Project Managers (Senior Project Liaison Officer, Project Liaison Officers) on all Capital projects b) other Property Services teams. In addition the post holder will be expected to research and advise on specific building or accommodation issues.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Develop in conjunction with the principal client(s) the detailed business case for proposed building and accommodation projects. Following agreement of the business case liaise with the stakeholders groups to compile and fully document the client requirements. In conjunction with other members of the Department and the principal client(s) to analyse/challenge these requirements to ensure compatibility with Force estate strategy and best value.
2. Prepare, with support where required from the Project Manager, Project Brief and Project Initiation Documents that state the prioritised requirements of the stakeholder(s), identifies the anticipated project benefits, and demonstrates how the requirements identified in the Brief will be delivered.
3. Work with other department teams, to support the identification of accommodation rationalisation and other opportunities and development of feasibility studies (including assisting with option appraisals).
4. Provide project support throughout a project to the Project Manager and assist in all aspects of further client liaison as the project develops. To include updating the project Risk and Issues Logs.
5. Provide assistance to the Project Manager (and other department teams as necessary) during the preparation of the detailed specifications and drawings to help ensure that the deliverables of a project have been met. Assist in Value Management work during the design development phase of the project to allow prioritisation to take place.
6. Carry out Post Project Reviews on any project as directed by the Capital Schemes Manager to evaluate project delivery, realisation etc and produce reports and lessons learnt logs.
7. Support and assist other members of staff in researching building related subjects and developing technical guidance and methodologies.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

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**Further Comments:**

The Capital Project team normally conducts between 20 – 30 projects a year that require the involvement of a Project Officer from initiation to completion. There are a number of other projects run which will require some input from the post holder.

In addition one or more of the Project Officers will normally be allocated to provide a specific project support role on major ongoing programmes such as the Custody Estate Programme (CERP), they will also be expected to fully support other initiatives and programmes of works such as the Asset Management/Rationalisation streams of work.

The number of customers on each project is determined by the size Local Policing Area Commander or Department Head most affected by any proposed work.

Limited financial authority but is on occasion required to order specific work or employ consultants to conduct this work.

**d. CHARACTERISTICS OF THE ROLE**

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Good standard of education, with a further/higher education qualification.	E
2. Professional qualification in a Business, Project Management or other related discipline OR educated to degree level.	E
3. Recent experience of research work involving close liaison between internal clients and external contacts, including professional advisers and representatives of other public and statutory organisations.	E
4. Proven ability to analyse client requirements and prioritise them in line with client needs.	E
5. Proven ability to collate information and produce clear and concise reports.	E
6. Recent experience in working in an office environment with a responsibility for working with self-discipline and initiative.	E
7. IT Literate including recent experience of using Microsoft applications (Word, Excel Project).	E
8. Proven ability to work with people at all levels of an organisation.	E
9. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
10. Recent experience of determining and evaluating project risk.	D
11. Trained in the PRINCE 2 Project Management methodology.	D

**Additional comments:** At interview, candidates will be asked to:

\* confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.

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