**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Project Support Assistant – Fixed Term Contract until 31 March 2026 |
| Salary: | £29,269 - £32,076 |
| Grade: | 8 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | HR and Culture |
| Service Area: | CODR  |
| Primary Location: | County Hall, Oxford OX1 1ND. Hybrid.  |
| Budget responsibility: | N/A |
| Responsible to: | Programme Manager  |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| Oxfordshire County Council are embarking on Delivering the Future Together to deliver financial efficiencies and achieve our ambition of becoming an Employer, Partner and Place shaper of Choice.Our People and Culture Strategy programme is at the core of this and will deliver several projects that will run in parallel to achieve the strategic objectives outlined within Our People and Culture Strategy 2024-2026.Reporting to the Programme Manager, you will work across a number of projects and sub-groups to ensure the efficient and effective running of the programme.  |

## Job Responsibilities

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| * Responsible for the administration and management of all Programme documentation including updating project plans, recording actions, updating risk registers, decision logs and creating and maintaining checkpoint and highlight reports ensuring all works are complete, project timescales are adhered to and established corporate procedure is followed.
* Schedule and facilitate meetings both virtual and face to face ensuring meetings are managed efficiently and effectively and documented where appropriate and are diarised to give all stakeholders appropriate notification.
* Ensure all project documentation is updated and collated by the assigned Project Manager and deliverable for presentation at Programme Board including risk registers, highlight reports and power point presentations .
* Engage with stakeholders and technical consultants to ensure project scope is defined and projects delivered in a timely and cost-efficient manner ensuring OCC departmental policies and procedures are fully adhered to.
* Initiate further project implementation documents (PID’s), project plans, project communication documents and direct departmental staff at all levels in preparation for and delivery of additional internal projects when required.
* Prepare reports, data spreadsheets and power point presentations for the Programme Manager in preparation for Programme Board
* Liaise with Project Managers and Project Teams to ensure that project management related information and communications are aligned and updated with the programme plan timeframes and work packages are completed within time constraints of the project.
* Provide concise information and advice to identified partners or individuals as detailed within the project to ensure the appropriate action is taken to comply with legislation, and project milestones and objectives.
* Work with the Programme Manager to define required activities, identifying the critical success factors, requirements, and targets for delivery and assigning work packages where required.
* Carry out a post project review and evaluation of the completed process/project providing a report and lessons learnt document.
* Undertake desk-based research and consolidate into succinct reports or presentations.
* Develop effective internal and external relationships and networks that enable the understanding and delivery of broad organisational goals.
* Act as a champion for performance-based culture and change.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| GCSE (or equivalent ) in Maths and English  | AF/I |
| Intermediate computer skills and experience in using the full range of Microsoft Office / Office 365 applications and the ability to use these effectively in this role. | AF/I |
| Previous experience in programme or project delivery environments with a proven record of managing workstreams and projects with multiple delivery partners and stakeholders. | AF/I |
| Ability to create concise written documents and reports with accuracy and attention to detail. | AF/I |
| A commitment to providing a high-quality service to customers/client’s service with commitment to continuous improvement.  | AF/I |
| Demonstrable organisational skills such as multi-tasking, use of initiative, problem solving, working independently and prioritising workloads and the ability to be resilient in a pressurised environment subject to changing workloads and conflicting priorities.  | AF/I |
| Excellent communication and interpersonal skills with the ability to develop and maintain beneficial working relationships with multiple stakeholders across all levels. | AF/I |
| Ability to prioritise effectively and be flexible as situations change and develop.  | AF/I |
| Professional integrity with the ability to maintain confidentiality, treat sensitive information with discretion and deliver consistently on our company values.  | AF/I |
| Ability to work on your own initiative and work collaboratively as part of a team . | AF/I |
| Desirable Criteria | Assessed By: |
| Project/programme delivery qualifications, e.g., PRINCE2, MSP,APM | AF/I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

April 2022