**Job Capsule Supplementary Information: Project Officer**

**This supplementary information for Project Officer is for guidance and must be used in conjunction with the Job Capsule for**

**Job Family: Business Services Job Zone: Level: 3 Zone: 2, Camden Way Category 3.**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To assist the Programme Manager in organising and delivering a number of projects to deliver future savings that have been identified within the Parking Service Business Plan.  Many of these projects are inter-dependant and therefore the management of the programme is critical to the delivery of savings.

**Example outcomes or objectives that this role will deliver:**

The post holder will contribute to all project management documentation required to successfully deliver the parking projects, including: Drafting project documentation; updating risk registers; updating project programmes using Microsoft Project; managing task lists, communicating deadlines to project teams, handing specific tasks as required to team members; organising meetings with internal and external attendees, managing meeting agendas, minutes and actions; researching background for projects; drafting reports.

**People Management Responsibilities:**

While there is no direct line management responsibility, the post holder will be expected to manage people at various levels of the organisation to successfully deliver service wide projects.

**Relationships;**

Must have good working relationship with internal (up to head of service level) and external stakeholders.

**Work Environment:**

The post holder is required to work flexibly, adjusting their own and others’ workloads to meet individual work targets and the priority demands of the team. They will be required to work as part of a team, and help colleagues wherever possible. They will be office based (5PS) and required to work in a busy and demanding environment in which multi-tasking and organisation may be required to complete tasks. There may be a requirement to work outside normal office hours and attend evening meetings.

**Technical Knowledge and Experience:**

* intermediate Microsoft Excel user
* ability to prioritise effectively while having an understanding of conflicting pressures
* ability to work on own initiative, managing conflicting and changing priorities, meet deadlines, targets and agreed work standards
* ability to work effectively as a member of a team and develop positive working relationships with other staff across the Directorate and council at various levels
* ability to identify, assess and report on project risk
* influencing skills, a persuasive credible individual who can build rapport with staff at all levels
* excellent communication skills (both verbally and in writing)
* good report writing skills
* desirable: experience using Microsoft Project

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Chart Structure:**