



Job Description

Title –Project & Development Officer

Version - 1 Date - 22/01/2018

Post Number:	PC085
Grade /Scale:	6
Weekly Hours:	37
Department:	OPCC
Status:	Established
Responsible To:	Relationship & Change Manager
Responsible for:	No direct line management responsibilities.
Location Work base:	Force Headquarters (FHQ)
Job Role /Purpose:	To support the delivery of the OPCCs projects. To Support the Relationship & Change manager with key areas of work within the portfolio.
Contacts:	Officers of the OPCC, Force and other Forces, Areas and Force HQ Departments, and Home Office employees.
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

1. To be educated to GCSE standard, or equivalent, in English Language and Maths to Grade C and/or be able to demonstrate ability to the above level through method of work experience
2. To have experience of Project Management within a large organisation.

Work Experience:

3. Demonstrate practical experience of being part of a successful project team.
4. Demonstrate a practical ability to work unsupervised and as part of a team.

Personal / Interpersonal Skills, Aptitudes:

5. Demonstrate the ability to take personal responsibility for making things happen and achieving results.
6. Demonstrate by method of examples, the ability to plan and implement new systems and procedures, where it has been necessary to co-ordinate work streams.
7. Demonstrate highly developed verbal and written and interpersonal skills, to communicate

confidently and effectively at all levels, both singularly or in-groups.

Special Skills:

- 8. To provide knowledge and practical work experience of IT literacy including working knowledge of Microsoft Word and Excel.
- 9. Demonstrate practical ability and understanding of Equal Opportunity and Diversity issues.
- 10. To hold a full driving licence and be willing to travel between other Leicestershire Police buildings as required.

Other:

Please enter text here

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education:

Please enter text here

Work Experience:

- 11. To demonstrate previous practical experience of working in an environment requiring confidentiality and discretion.

Personal / Interpersonal Skills, Aptitudes:

- 12. To have previous experience of working as part of a project team.

- 13. To demonstrate practical experience of working to set targets and timescales.

Special Skills:

Please enter text here

Other:

Please enter text here

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Core Responsibilities/ Accountabilities

Operational:

1. To provide support to the Relationship & Change programmes
2. To provide a point of contact and liaison to internal departments, key stakeholders within the projects.
3. To liaise, engage and information share with key partners and other Forces.
4. To liaise, engage and information share with other external agencies.
5. To help support and develop the project reporting systems within the office.
6. To maintain all Project paperwork inc Risk Register.

Management/Leadership:

N/A

Communication:

1. To provide management information on performance of each project.
2. To monitor the Project timescales and request for reports when needed.
3. To service all project meeting, (Agenda setting, minutes etc)

Administration:

1. To attend meetings inside LLR Force, regionally and nationally that are relevant to the delivery of our project.
2. Minute taking to the above meetings as may be required.
3. To cover other work with the relationship & change team.

General:

1. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people
2. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
3. This role description should develop along with the changing demands.
4. Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role

Other:

Please enter text here

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Personal Values /Competencies

Refer to the personal qualities in the **police professional framework** and tick the relevant levels to the job role:

- Decision Making
- Public Service
- Working with Others
- Professionalism
- Leadership – Level 5 or above (Leading Change, Managing Performance & Leading the Workforce)

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

- 1) Recruitment Vetting (RV)
- 2) Security Check (SC)
- 3) N/A

Date line manager checked vetting level needed :

Car User: Yes / No - Essential /Casual Allowance {per mile / day etc}:

Budgetary Management: Yes / No Budget Value approximate value £ Please enter text here

Additional Information: Please enter text here

Reasonable adjustments

Please enter text here