


Profile Title:	Project Officer-Infrastructure	 BARNSLEY Metropolitan Borough Council			
Reports to:	Project/Programme Manager				
Employee Management:	None	Grade:	6	Profile Ref:	83252

Purpose of the Post

To assist in the management of projects in relation to infrastructure, material goods and resources of the council, ensuring successful gathering and delivery of all requirements.

Infrastructure Profiles relate to roles where the main focus is either a significant contribution to the development of large scale information systems or large buildings and/or the main advice on policy or policy development relates to a physical infrastructure.

Please refer to the job advert for new roles to understand the main context/team.

Responsibilities

- Assist with project management, co-ordinating resources to ensure projects are delivered on time and within budget.
- Ensure that projects are effectively planned and managed within a formal programme and project management framework.
- Provide advice and guidance in relation to projects, assisting in ensuring that key milestones and information are communicated to internal and external stakeholders.
- Support the maintenance of project risk registers and assist in resolving issues to ensure projects are delivered.
- Assist in performance management and data analysis, promoting quality practice and service delivery, ensuring continuous improvement.
- Assist in the identification, evaluation and implementation of processes, technology and systems to enhance project and service delivery.
- Establish and maintain a library of documents and information to enable the effective management of projects and programmes.
- Assist in the preparation of reports and presentations.
- Liaise, negotiate and collaborate with internal and external stakeholders including managers, employees, councillors and partnership agencies as required to ensure the effective delivery of projects.
- Keep abreast of local and national developments to enhance projects accordingly, to satisfy internal and external demands.
- Comply with all health and safety regulations, legal requirements, statutory requirements, standing orders and financial regulations of the Council.
- Undertake any other duties commensurate with the role as requested by management.

Education and Training	Measure	Rank
<ul style="list-style-type: none"> Level 4 qualification. Relevant Programme/ Project Management and Methodology Training 	A/C A/C	E D
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Experience of working in a project management environment. Experience of utilising formal project management methodologies. Experience of continuous service improvement with strong enthusiasm for improving service delivery. Experience of advising and negotiating with a cross section of stakeholders including management teams and external clients. Experience of presenting information verbally at meetings and undertaking formal presentations and briefing sessions. 	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Knowledge of local and national strategies, policies and legislation relevant to the area of work. Knowledge of recognised project management methodology. Working knowledge of services within the council and its key partners. Working knowledge of Microsoft applications. Knowledge of the pressures facing local government. 	A/I/P	D
	A/I	E
	A/I	E
	A/I	E
	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Excellent verbal and written communication skills, with the ability to work with officers at all levels and provide advice and guidance on a range of issues. Skilled in the creation of documentation and presentation materials to support service delivery. Ability to research, collate and analyse data or information and produce reports of the findings. Good organisation and time management skills with the ability to work under pressure, prioritising workloads and ensuring deadlines are met. Ability to work both as an individual and as part of a team. 	A/I/P	E
	A/I	E
	A/I	E
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	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. Willing to undertake training and continuous professional development in connection with the post. Work in accordance with the council's values and behaviours. Able to undertake any travel in connection with the post. 	A/I	E
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