



Job Description

Title – Graduate Project Officer

Version – 1 – 12 February 2019

Post Number:	C370
Grade /Scale:	5 (£22,668 - £24,759)
Weekly Hours:	37
Department:	Change Team, Corporate Services
Status:	Fixed Term (12 Months)
Responsible To:	Project Manager
Responsible for:	No direct supervisory responsibility
Location:	Leicestershire Police HQ
Job Role /Purpose:	<p>To providing project support to Programme Managers, Project Managers, Project Officers and Business Change Managers to support the delivery of the Force's transformational change programme through all phases of a project lifecycle.</p> <p>To assist the organisation with identifying and implementing efficient, effective and change management.</p> <p>To conduct research and undertake analysis, review and evaluation in relation to projects within the organisation.</p> <p>To ensure that sound project methodology is applied to projects within the organisation.</p>
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):

To be educated to degree level/ Masters in a social science, business, IT, mathematics or an associated subject.

Work Experience:

Proven work experience (part time, internship or placement) in an administrative or project support role within a large, complex or public sector organisation.

Personal / Interpersonal Skills, Aptitudes:

Demonstrate by example that you are highly motivated, are keen to learn new skills and continuously improve.

Demonstrate by example, experience of flexibility and resilience, enthusiasm, a can-do attitude, innovation and creative problem solving.

Demonstrate by example, an ability to organise and maintain own workload through prioritisation, planning, diligence and resolve to deliver high quality work on time.

Demonstrate by example that you are able to efficiently comprehend complex issues and have a keen eye for numbers and detail.

Demonstrate by example an ability to develop and maintain productive working relationships across an organisation, along with excellent written (report writing) and verbal communication skills including the ability to convey presentations and report information clearly, confidently and concisely.

High proficiency in Microsoft Office 365 Tool, in particular Word, Excel, Power Point and Outlook.

Special Skills:

N/A

Other:

N/A

** 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 (including qualifications):

Accreditation/formal training in Change Management that may include: Managing Successful Programmes, Prince2, Agile Project Management or Lean Six Sigma.

Work Experience:

N/A

Personal / Interpersonal Skills, Aptitudes:

To have a working knowledge of Microsoft Project, Visio or other relevant process mapping software.

Special Skills:

N/A

Other:

N/A

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

Core Responsibilities/ Accountabilities

Operational:

Leading work within a project or programme and being accountable for the delivery of key project tasks and activities including collaborating with colleagues, partners or suppliers to ensure that work gets completed as agreed.

Developing project plans and programme management documentation and proactively managing schedules, trackers and deadlines to track delivery and risks.

Produce detailed briefings and reports including preparation of Mandates or business cases, research reports including making recommendations for change, Highlight Reports.

Undertaking research or analysis of information and data to extract key information that is useful to the overall success of the project.

Contribute to the development and implementation of creative and innovative sustainable solutions to resolve identified issues.

Identify and develop good working relationships with colleagues involved in the project including key stakeholders, external partners or suppliers.

Management/Leadership:

N/A

Technical:

N/A

Communication:

To act as a first point of contact for specific work streams or areas of work.

Administration:

Organise, attend and capture key notes at Change events, meetings and workshops.

Produce agendas and facilitate meetings including the production of action and decision logs.

Build and maintain a repository of change management documentation and resources in accordance with Change team procedures.

General:

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Undertake other duties, in line with the responsibility of this role, that may be required to achieve the aims of the Change Team.

To hold a full UK Driving Licence and have access to own vehicle and be prepared to use this for business purposes.

The role is required to travel and work throughout the Force area.

The role is predominantly conducted during normal office hours however there may be occasions where flexibility and unsociable hours may be required.

Other:

This role description should develop along with the changing demands of policing reflected in Force objectives and priorities.

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Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity
Impartiality
Transparency
Social responsibility

Other

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

- 1) Please select one - Recruitment Vetting (RV) ☐ or Management Vetting (MV) ☒
- 2) Please select one - Counter Terrorist Checks (CTC) ☐ or Security Check (SC) ☒
- 3) Please select one - Developed Vetting (DV) ☐ or N/A ☒

Date line manager checked vetting level needed :

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

Budgetary Management: Yes ☐ / No ☒

Additional Information:

Reasonable adjustments

Organisation Chart

