



THE PERSON

Project Support Officer

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 3 standard of education	E	
APM level 4, or equivalent project related qualification or able to achieve within agreed timescales (e.g, 24 months), or equivalent at work equivalent performance	E	
A Project or Programme Management qualification or equivalent project support experience, including agile project management and / or other improvement methods	D	
Knowledge & Experience		
Knowledge and experience within a Project Support discipline	E	
An understanding of Project Management principles.	E	
Experience of analysing and interpreting information to develop solutions or solve problems.	E	
Experience of writing effective and efficient reports, including analysing and interpreting data to support recommendations and proposals	E	
Experience of using MS Planner, MS Project and/or MS Visio (or equivalent alternative packages)	D	
Knowledge of the broader activities of Essex Fire & Rescue Service and working with Trade Unions.	D	
Skills & Abilities		
Ability to provide a sensitive, diplomatic and confidential service.	E	
Capable of keeping up to date with relevant knowledge to ensure validity of work.	E	
Able to comprehend, evaluate and present data.	E	
Excellent written and verbal communication skills. Can interpret policy and procedures.	E	
Confident in using ICT systems such as Word, Excel, Outlook, PowerPoint (may be role specific systems).	E	

Person Specification

Able to plan, manage and review tasks for team members.	E	
Excellent interpersonal skills, communicates professionally and develops constructive working relationships.	E	
Excellent time management and planning and organisation skills.	E	
Able to support changes in service provision in a positive and constructive manner.	E	
Proficient at assessing problems and determining the most appropriate action.	E	
Is approachable and confident in developing team members to acquire skills and experience.	E	
Other		
The ability to travel around the county may be required.	E	Application Form
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form