



THE ROLE

Project Support Officer

Department:	Innovation and Change
Role Code:	I&C06
Grade/Role:	6
Responsible to:	Programme Manager
Responsible for:	No line management responsibility
Date Revised:	October 2021

Job Purpose:

To protect and save life, property and the environment by supporting Innovation & Change Managers in undertaking activities to ensure the successful delivery of project(s). Ensures the project is supported to realise business benefits, and that stakeholders are informed by an awareness of on-going developments. Works continuously towards achieving the vision of the project.

Main Duties and Responsibilities:

1. Responsible for supporting the Project Manager in planning, designing and managing the project in line with Prince2/Agile project management principles; monitoring overall progress, resolving issues and initiating corrective action as appropriate.
2. Providing general support and assistance in all areas of project management and administration; generating reports, letters, minutes of meetings and presentations using Microsoft Office (and other appropriate tools, as required) and compiles data, representing it in a way that is easy to comprehend.
3. Undertakes research to support the development and delivery of the project, including contacting other Fire and Rescue Services or public sector bodies.
4. Ensures that all project documents and reports are up to date and available within any set deadlines. Provides regular highlight reports and ad-hoc updates.
5. To support programmes and projects with advice and guidance on standards and methodologies for successfully delivering change
6. Analyse and interpret data and make recommendations to enhance productivity and outcomes; generate system reports and devise alternative methods for data collection and data cleansing.

Role Profile

7. Supports the delivery of products to meet project deadlines in line with the expected future workload of the allocated project(s).
8. Maintains all documents relating to the project, saves information in the Innovation & Change Programme and Projects Repository to ensure information can be found easily and quickly.
9. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
10. Any other duties commensurate with the responsibilities and grading of the post.