

**PG**

**6446**

**Post Specification**

**Organisational Support**

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| **Date** | **January 2019** |
| **Post Title** | Domestic Abuse – Project and Programme Officer |
| **Role Profile** | **PG6446** |
| **Final Grade** | **OS9** |

**To be read in conjunction with your role profile**

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| **Service Area (brief description)** |
| This is a key post within the Integration and Partnership Team. The team helps support the County Councils partnership working and, in particular, the delivery of the County Council’s statutory duties with regard to domestic abuse supported accommodation. |
| **Purpose of this post**  |
| * To support the establishment, coordination, management, delivery and evaluation of the Domestic Abuse Supported Accommodation Programme.
* To support the work of the County Council to deliver, in partnership, our priorities for tackling Domestic Abuse .
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| **Key job specific accountabilities** |
| 1. To lead the provision of professional project / programme support to Project Lead and project teams on a number of allocated projects / programmes. To include (but not limited to): effective project board organisation, timely BRAG reporting, comprehensive document/information management, detailed project activity/planning, escalating key issues.
2. To provide ad hoc support, advice, guidance, and tools, in line with CCC project/programme management methodology (adopting a proportionate risk based approach), to service leads managing projects/programmes (and where appropriate time limited capacity).
3. On occasion, where appropriate, act as Project Lead on behalf of the transformation team for specific projects to ensure successful delivery and achievement of benefits.
4. To support the operation of and contribution to the development of the Domestic Abuse Supported Accommodation programme
5. To undertake other duties as may be determined within the general scope of the post and commensurate with the grade.
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| **Key facts and figures of the post** |
| **Budget Responsibilities** | * N/A, but may have some responsibility for monitoring project expenditure.
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| **Staff Management Responsibilities** | * N/A, but may have some responsibility for organising and co-ordinating the work of staff, within and across various teams, working on projects.
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| **Personal Profile** | * A fairly high-profile role, with the post-holder subject (at times) to working with highly confidential and sensitive information.
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| **Post Specific - Qualifications, knowledge, experience and expertise** |
| * NVQ level 3 in business administration (or similar qualification / experience).
* Ability to work constructively across partnerships
* Experience of working with a range of officers of varying levels from the organisation, requiring strong communication and negotiation skills.
* Knowledge and experience supporting projects and/or programmes of change using formal project management methodology, including the ability to analyse and present information.
* Customer focussed approach and commitment to excellent customer service.
* Ability to manage own work and work as part of a project team, often working on multiple projects simultaneously.
* A high degree of computer literacy, including knowledge and experience of working with the Microsoft Office Suite and Corporate Applications.
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| **Job working circumstances (only include extra-ordinary circumstances)** |
| **Emotional Demands** | * May involve working on multiple and competing priorities at the same time.
* Involvement in projects which may receive strong opinion and / or opposition from those potentially affected.
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| **Physical Demands** | * Predominantly office based, with minimal physical demands.
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| **Working Conditions** | * Predominantly office/home based, but may be required to travel around county to varied council (and potentially partner) offices or service delivery sites.
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| Other Factors |
| * None
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