**Job Description**

**Project Support Officer**

**Role Profile** Specialist Band H

**Service/Team** People and Culture

**Reports to** Reward Manager

**Responsible for** 0

**Number of posts** 1

**Post number** TBC

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** supporting the Council to deliver services effectively through the implementation of the Council’s Pay and Reward Strategy.

**Job Overview**

Be an integral and active member of the Pay and Reward project team working collaboratively with colleagues to support the delivery of the project in an effective and timely manner.

**Key Responsibilities**

* To support the effective delivery of the project’s objectives working collaboratively as part of a project team, the wider HR function and with Service Unit colleagues.
* To provide support to the project team in organising project activities, preparing presentations, monitoring progress, facilitating and note taking at key project related meetings, including presentations, workshops and staff engagement events.
* To manage the flow and effective sharing of information within the project team and across the organisation.
* To engage with the wider HR function and Services to ensure that changes that could impact the project are identified and tracked as appropriate.
* To undertake both quantitative and qualitive research, analyse the results and present back findings in an organised and structured way to the project team. This will include complex analysis of employee data to understand impacts of new proposals on services and equalities.
* To set up operational systems and procedures required by the project and support their transition into business as usual.
* Assist with the relevant internal governance processes to ensure that direction and authorisations are received at each stage of the project.

**Specific Qualifications and Experience**

* General level of qualification A level / NVQ 3
* Knowledge of BCP Council internal structures and ways of working
* Previous experience and competency in Microsoft Office

 **Personal Qualities & Attributes**

* High level of resilience, attention to detail, emotional intelligence, calm under pressure etc
* Well organised and able to prioritise and carry out tasks accurately to tight deadlines
* Good interpersonal, communication and literacy skills – both written and verbal
* Effectively uses IT to support project activities
* Uses own initiative and is self-motivated.
* Ability to collate and present information in a clear manner
* Prepared to work flexibly in a fast moving and constantly changing environment.

 **Job Requirements**

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.