

Role Profile

Reference Number	MUL100
Role Title	Project Officer II
Directorate	Education and Skills
Department	Place and Capital
Reports to	Place Planning Manager

Role Purpose

To manage small or low complexity projects, provide high level advice or diagnose complex problems and/or service issues in order to support the effective management and delivery of a specific projects or programmes, within an area of specialism.

Accountabilities

- Use project management practices, including project planning, reporting, and change control, to manage the effective delivery of smaller projects or discrete work packages within a larger project, to support wider programme goals and realisation of benefits. This may involve co-ordinating project teams and supervising project work execution.
- Engage in consultation and communication activities to promote the project and work of the business units, and to enable stakeholder or service user input into the delivery and shaping of projects.
- Co-ordinate research and data collation and undertake analysis to identify trends, patterns and opportunities for the particular project or programme, to support outcomes, both in the community and internally.
- Contribute to the identification and implementation of continuous improvements in area of specialism to support the quality or performance of programme/project management and delivery of fit for purpose initiatives.
- Plan and carry out regular project reviews using standard methodologies in order to identify, assess and take action to mitigate risks to programme/project success.
- Build relationships with stakeholders and customers in order to enable smooth project delivery, to resolve queries or problems, and identify opportunities for improvements in service provision, joint working, and innovation.
- Support the management and monitoring of funding and finances, to ensure that the projects are delivered within budget and that funding is spent in accordance with regulations and requirements.
- Assist in preparation of bids for external funding to help deliver projects and developments in service or facilities provision.

Knowledge / Skills / Experience required

- Degree or equivalent specialist experience in a relevant discipline.
- Knowledge of project management methodologies.
- Broad understanding of area of specialism within which the role will be working.
- Experience of working in projects in leading or assisting a major piece of work.
- Experience of working with stakeholders, keeping them informed on projects, and providing guidance
- Experience of monitoring budgets.
- Experience of writing and presenting reports to senior officers and stakeholders.
- Ability to communicate clearly and persuasively with a range of stakeholders.
- Ability to analyse and present information including statistical data and prepare reports.
- Ability to co-ordinate and deliver discrete project work packages.

Dimensions of role

- The role will manage/supervise/guide business support and more junior projects roles and may check the work of external contractors.
- This role does not manage any direct budgets but will support the management through monitoring and challenge against spend.
- Planning will typically be over days and weeks, and the role holder will need to work with stakeholders, and be able to organise their own time, and plan projects.

Notes

Date:	Updated 2025
Working Conditions:	<ul style="list-style-type: none"> • Working conditions do not have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them.
Working Arrangements:	<ul style="list-style-type: none"> • No specified working arrangements outside of a normal working pattern.