

# Job Description

## Assistant School Projects Officer

### Role Profile

Service/Team	Children's Services, Schools Capital & Place Planning Team
Reports to	Schools Programme Manager
Responsible for	
Number of posts	
Post number	
Career Grade	n/a

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring that the processes for managing projects are planned and executed effectively to enable children and young people to access local school places in buildings that are safe and offer inspiring and inclusive teaching and learning spaces.**

### Job Overview

To assist the School Project Manager in providing an effective and efficient schools property project service by ensuring that project plans are executed as instructed.

### Key Responsibilities

- Working with the Project Team to assist in the delivery of project objectives in line with the Programme Plan contributing to the performance and success of the team in line with good practice and statutory requirements
- Working with School Project Managers and local school leaders, governors/trusts, support the service in a client liaison role, being positive about change and supporting the delivery of projects aligned to service priorities.
- Working as part of the Project team, provides client-side project support during all stages of the project delivery lifecycle.
- Works with the Project Team to assist in the delivery of project objectives in line with the Programme Plan contributing to the performance and success of the team in line with good practice and statutory requirements
- Working with School Project Managers and local school leaders, governors/trusts, support the service in a client liaison role, being positive about change and supporting the delivery of projects aligned to service priorities.
- Working as part of the Project team, provide client-side project support during all stages of the project delivery lifecycle
- Support and improve mechanisms to receive, develop and submit monthly progress reports to the Programme Board and provide project information in a focussed and engaging way to enable timely decisions about the allocation of resources involving the preparation of project and approvals at each gateway.

- Support the preparation of internal documentation as necessary as part of the council's process of the procurement of contractors,
- Actively seeks understanding and utilises the knowledge base of the team to strive for excellence ensuring that robust quality systems are suitably managed and monitored and using curiosity about the way things are done to recommend create and implement more effective ways of developing and delivering projects that will improve internal processes and systems.
- Working with multi-disciplinary professional teams from across the council, build supportive, positive and trusting relationships and undertake tasks necessary to overcome barriers, support the delivery strategy, and contribute to the efficient execution of projects.
- Ensure that the input of support services to projects including property, finance, legal is co-ordinated, ensuring that necessary documents are prepared and finalised including project documentation, Funding Agreements, Service Level Agreements and contracts and obtain the necessary signatures and Council approvals for a derogation of the Contract Procedure Rule.
- Actively engages in relevant business and statutory Health, Safety and Wellbeing standards and activities at all stages of the project including regular site visits.
- Develop relationships with Corporate Estates, Health and Safety, Legal, Finance, Commissioning and Planning teams in order to assist and advise our local school partners on the use of buildings, enable the delivery of school managed schemes and develop a breadth of knowledge of good estate management, building design and construction.
- Works collaboratively towards the common goal of net zero carbon transition and share responsibility for the proactive identification and management of the associated carbon emissions and reductions during the delivery of work.
- Complying with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including Equality and Diversity legislation, the Health and Safety at Work Act and Data Protection legislation.

### **Specific Qualifications and Experience**

- 3 A levels, NVQ 3, HND or diploma (or equivalent experience)
- Good knowledge of ICT including Excel, Word, Outlook and other programmes relevant to the role
- Working towards PRINCE 2 / PMP / RICS or equivalent project management qualification or equivalent professional experience
- Developing experience in a project management (or equivalent) role
- Developing experience in the construction delivery phase of projects.

### **Personal Qualities & Attributes**

- Attention to detail, emotional intelligence, calm under pressure
- Team and project focussed
- Developing experience in a project management (or equivalent) role
- Developing experience in the construction delivery phase of projects.
- Experience in working as part of a multi-disciplinary team
- Flexible, highly motivated and enthusiastic

- Excellent communication and organisational skills