**Job description**

Job title: Project Officer – Dorset and Bournemouth, Christchurch & Poole Safeguarding Adults Boards (DBCPSABs)

Grade: H

Service/Team: Adult Social Care Services

Reports to: Business Manager

**My job improves the quality of life for the people of Dorset, Bournemouth, Christchurch and Poole by…** ensuring that projects are delivered efficiently and effectively and supporting the strategic aims of the Dorset, Bournemouth, Christchurch and Poole Safeguarding Adults Boards.

**Job overview**

The post holder is required to support and progress projects and workstreams, working closely with the Business Managers to support the development and delivery of the Dorset and BCP Safeguarding Adults Boards (DBCPSABs) Strategic Plan to ensure that the Boards are assured that people with care and support needs are kept free from harm and abuse.

**Main Responsibilities**

1. To develop and deliver specific designated project/s.
2. To research, prepare and initiate new project/s as required
3. Support and contribute to the collation, aggregation, analysis, interpretation and dissemination of research and information in a specified area as required on behalf of the SAB.
4. Prepare, present and disseminate project reports and bulletins for a range of audiences and for publication as required.
5. To co-ordinate the work of task & finish groups and facilitate the work of task & finish group members.
6. To organise, facilitate and participate in working groups, meetings and seminars.
7. To liaise, communicate and negotiate with project partners and stakeholders as required.
8. To facilitate and complete the Boards’ Annual Report.
9. Receive, collate and scrutinise contributions to the Board reports and presentations.
10. Develop and deliver presentations for the Board and other meetings.
11. Coordinate audits and quality assurance tasks on any subject identified by the Board for example annual peer challenge and review.
12. Support delivery of the SABs contributions and/or requests for information in relation to the CQC adult social care assurance framework.
13. Be responsible for maintaining and updating the Boards' website and delivering communication requirements.
14. Have responsibility for maintaining and reviewing the Boards policies and frameworks.
15. Demonstrate excellent communication skills and be confident working alongside senior leaders and partners.
16. Be able to work effectively as part of a team
17. To coordinate all allocated work under the guidance of the DBCPSABs Business Managers to ensure that the projects meet defined outcomes and deadlines.
18. To undertake such other duties as may be required from time to time commensurate with the level of the post.
19. To comply with all decisions and policies of the DBCPSABs and those that impact on the Business Team from BCP Council and any relevant statutory requirements including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

**Other factors**

1. To be responsible for ensuring data quality and as such the integrity of management information through the proper use and safeguarding of data and record systems, both manual and computerised.
2. Responsible for project budgets as agreed with manager.
3. The role will be subject to hybrid working arrangements with some flexibility of home, office and other bases.
4. Conflicting demands and tight deadlines are a feature of this post.

**Person Specification**

Essential criteria are a minimum for this post

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| **Qualifications/ training/registrations**  Required by law, and/or essential to the performance of the role |
| 1. Relevant NVQ Level 2 (or equivalent experience) OR   Prince 2 or equivalent Project Management qualifications |
| **Experience** |
| 1. Appropriate work experience in project management with a track record of successful project working and delivery |
| **Skills, abilities & knowledge** |
| 1. A good understanding of policy, legislation and developments in the field of work relevant to the function (refer to context statement) |
| 1. Understanding and knowledge of the Safeguarding Adults Boards’ statutory functions and duties. |
| 1. Knowledge of work relating to safeguarding adults |
| 1. ICT literate and confident in the use of Microsoft Word, Excel, PowerPoint and Teams. |
| 1. Ability to build and sustain good working relationships. |
| 1. Effective communicator who is able to operate at a broad range of levels. |
| 1. Ability and willingness to motivate others. |
| 1. Committed to achieving the required results. |
| 1. Able to respond to changing priorities and demands within a project, including working to deadlines. |
| 1. Enthusiastic and proactive. |
| 1. Flexible team player. |
| **Other** |
| 1. Ability to travel to meet requirements of the post. |
| 1. Committed to delivery of outputs on time. |
| 1. Be prepared to work outside of normal work hours on occasion. |