

LINCOLNSHIRE POLICE JOB DESCRIPTION	
JOB TITLE: PROJECT SUPPORT OFFICER	
GRADE:	G
DEPARTMENT:	STRATEGIC DEVELOPMENT
MANAGER:	PROJECT MANAGER
STAFF MANAGED:	NONE
LOCATION/WORK BASE:	HEADQUARTERS

JOB PURPOSE AND SCOPE:

To work alongside the Project Manager and assist in the delivery of key project deadlines. To assist in the development and management of the project plans, offering budget updates as directed and provide a professional support function including administrative duties.

To deliver project work streams directing resources in order to produce the required products to the required standard and within the specified time and cost constraints, providing feedback to the Project Manager as agreed.

To demonstrate the values, principles and standards of behaviours of Lincolnshire Police. All staff involved in carrying out functions in this role will also do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

CORE WORK AREAS

1. Plan, develop and monitor the project work streams making use of specialist tools where required (including Gantt Charts), seeking support and advice where required
2. Prepare project documentation and reports as directed by the Project manager and appointed Project Assurance roles and agree them with the Project Board when required.
3. Manage project Risks and issues as directed by the Project Manager.
4. Take responsibility for progress and use of resources and initiate corrective action where necessary as delegated by the Project Manager
5. Under guidance from the Project Manager, liaise with senior officers of the force and strategic partners, ensuring any issues raised are resolved or directed to the most appropriate resource.
6. Conduct research when necessary.
7. Provide timely and relevant information to force staff offering reassurance and engendering confidence in the project
8. Carry out general administration tasks including meeting minutes.
9. Be responsible for change control and any required configuration management.
10. Ensure that all project documentation is completed and kept up to date in accordance

with the requirements defined within PRINCE2 methodology and the Force Change Manual.

11. Liaise with portfolio, programme management and/or related projects to ensure work is neither overlooked nor duplicated.
12. Develop a Communications Strategy, agreed with the Project Manager, surrounding the deliverables of the project or work stream, and ensure that all key stakeholders are kept up to date with project progress.

OTHER DUTIES:

The post holder may be required to carry out other duties as may be required within the scope of the department. The role is office based, but remote working, including homeworking will be required

EQUALITY AND DIVERSITY:

The post holder is required to carry out their duties in a way that supports the Force Diversity strategy.

HEALTH AND SAFETY:

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions. All actions must be conducted in accordance with the forces Health and Safety policy.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

Lincolnshire Police has a duty to promote the welfare of, and safeguard of children and vulnerable adults. The post holder is required to comply with Force Policy and Standard Operating Procedures in respect of safeguarding children and vulnerable adults.

Job description written by: Continuous Improvement Manager

Date: 12th January 2022

PERSON SPECIFICATION

Post Title: Project Support Officer	Post Number:
Section: Strategic Development	Grade: G

This form sets the standard for the person needed for this job, and also will be the basis for shortlisting and for the questions to be asked at interview. The requirements are job-related and described using appropriate words and marked E (Essential) or D (Desirable) as appropriate. There will not necessarily be an entry in every box.

	Requirements	Essential (E) or Desirable (D)	Measurement (see below)
Qualifications/ Training	HND/HNC (equivalent or higher) in Business and Finance or a relevant discipline	D	A
	A formal qualification in Project Management (e.g. PRINCE2 Foundation Certificate, PRINCE2 Practitioner)	D	A
Experience	Working to deadlines	E	I
	General administrative experience, producing well-written & concise reports, including minutes.	E	A
	Experience of managing projects under PRINCE2	D	I
	Experience of implementing new technology or business change	D	I
Skills	Able to communicate effectively at all levels, including verbal and written methods.	E	A/I
	Demonstrate questioning, listening, and observation techniques to obtain relevant information	E	I
	Able to work under pressure, and prioritise their own work against competing deadlines	E	I
	Able to build and maintain relationships with a wide range of people	E	I
	Able to demonstrate creativity in utilising different communication methods to engage stakeholders	D	I
	Able to direct delivery teams & supervise individuals	D	I
Knowledge	Proficient in MS Office	E	A
	Proficient in the use of MS Project or a similar application	D	A
	A good understanding of the force structure and transformation scope	D	I

	Requirements	Essential (E) or Desirable (D)	Measurement (see below)
Social Skills	Able to accept and embrace change, and encourage others to do the same	E	I
	Calm under pressure	E	I
	Tactful and diplomatic	E	I
	Well-organised and methodical with an eye for detail	E	I
	Has a customer orientated approach to projects	D	I
Motivation/ Commitment	Self-motivated and resourceful	E	I
Other	Able to travel within the county and occasionally elsewhere in the UK	E	A

<u>Measurement</u>	A. From application form	T. By test after shortlisting	I. Probing at interview	P. Presentation
	R. References		O. Other (please specify)	