

JOB DESCRIPTION

POST:	Programme & Project Assurance Officer
SERVICE:	Audit and Governance
SECTION:	Performance, Programme and Risk Service
BAND:	Band 7
REPORTS TO:	Performance, Programme and Risk Manager
RESPONSIBLE FOR:	None

All Council posts are subject to National Joint Council {NJC} conditions of service.

The Council is committed to ensuring that its policies and procedures are consistent with Essex Safeguarding Children Board and Essex Safeguarding Vulnerable Adult Board guidance. This will help to minimise the risks to vulnerable groups, including children, and to ensure that the Council safeguards the health and well-being of its Service Users. Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE

This post reports directly to the Performance, Programme and Risk Manager. It is responsible for supporting and providing assurance in the delivery of the 'Creating Opportunities' Programme - a major change programme that will improve services, reduce spending, produce first class performance and help secure the economic future of Basildon.

The Programme & Project Assurance Officer will be responsible for supporting and providing assurance over Programmes and Projects in line with agreed project and programme management standards, frameworks and methodologies across the Council. This will include assisting with the development and challenge of detailed programme and project documentation produced by Programme and Project Teams.

The post holder will assist with the development and maintenance of programme and project frameworks and embedding these across the Council.

SERVICE INFORMATION

The service is responsible for development, support and assurance of the Council's Governance, programmes, projects, corporate performance and risk Management arrangements. It provides a measure of confidence to the organisation over these arrangements, which culminates in the production of the Annual Governance Statement.

The service provides support on performance metrics, analysing performance, risk and governance data, and reporting accordingly to inform strategic decision-making. The service works with Service areas to find solutions to concerns.

The duties involve considerable contact with other Council departments up to and including Commissioning Directors and representatives of external organisations.

DUTIES

Assurance

1. Support the Programme, Performance and Risk Manager in providing corporate assurance, with a particular focus on the Council's high priority, complex programmes and projects. Duties include, as required:
 - a. Assessing, consolidating and reporting back on key programme / project / action progress towards delivery and benefits realization for relevant Board meetings;
 - b. Providing a facilitation resource to Programme and Project Managers for any key workshops e.g. programme definition, stakeholder analysis, project planning.
 - c. reviewing and analysing project complexity, progress and performance, eg. via Highlight Reports, priority project progress meetings and Gateway Reviews;
 - d. undertaking regular 'health checks' of the Programme and Project data on Verto (the Council's project framework) to identify gaps and challenge performance / progress;
 - e. supporting effective Programme / Project governance, providing guidance on the format / content of Programme, Project and other related Board meetings and representing the Team at such meetings;
 - f. working with key internal departments - including Finance, Audit, Risk, Legal and Procurement – for a streamlined approach towards Programme / Project delivery and benefits realization.
 - g. Identifying issues, dependencies and risks across the programmes and projects including resource utilisation.
 - h. Liaising with the project community to draft assurance reports, outcome-based action plans or other interventions and escalate matters as required.

Support for Verto:

2. Verto is Basildon Council's project and benefits realization software framework. Training will be given on Verto to Super User level, as required. Duties include, as required:
 - a. develop and maintain the Verto framework, with appropriate user feedback and software supplier liaison, to ensure that it meets corporate and user expectations around programme / project management, reporting and assurance;
 - b. design, create, analyse and present Verto generated reports on programme / project management in varying formats for Members, senior management and operational staff;
 - c. provide a Verto Administrator and Helpdesk role for users, including data entry plus the monitoring and analysis of metadata;
 - d. keep up to date with Verto developments, including the assessment of new functionality and its potential application / roll out across the project community.

Support / Guidance for the Project Community:

3. Provide support, advice and training to the wider Project Community programme / project management standards, methodologies, systems and tools. Duties include:
 - a. contributing to the development, design, delivery and maintenance of Basildon Council's programme / project management information, training, tools and templates. This work includes the intranet homepage, e-learning, workshops, bitesize sessions, one-to-one support and priority project reviews and a regular newsletter on programme / project management and Verto;
 - b. contributing to the development and design of the Programme / Project Service Plan framework, and maintaining / integrating data into overall Service Plans. Analyzing and reporting on such data accordingly;
 - c. creating / updating the Verto User Guide;
 - d. identifying and analysing the lessons learned from the Council's Programmes and Projects and maintaining a corporate data base;
 - e. Involve the project community in the development of lean and effective project processes.

General Roles

4. The post includes a range of general roles that the postholder is required to undertake. Duties include:
 - a. deputising for the Team Manager and for Performance / Risk Management roles within the Team where required to ensure the range and standard of Team services is maintained;
 - b. representing the Team at external and internal meetings;
 - c. ensuring professional skills are kept up-to-date and enhanced by keeping abreast of best practice on programme and project management in local government through attendance at training courses / seminars and via relevant professional organisations e.g. Local Government Community of Practise and Association of Project Management.
 - d. undertaking Verto Administrator training to attain high level of competence in using Verto and to develop troubleshooting skills to support users.
 - e. Ensuring compliance with the APM Code of Professional Conduct. Standards. In particular, the postholder is expected to:
 - act with integrity and honesty in relationships with Council and external parties;
 - offer appropriate, impartial advice and guidance in the best interests of the Council and external parties;
 - respect the confidentiality of client information;
 - claim expertise only in areas where skills and knowledge are demonstrably adequate;
 - be accurate in reporting and realistic in forecasting;
 - act with due skill, care and diligence.
 - f. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
 - g. Undertake all the duties within the framework of Equal Opportunities.

Final Version (July 2014)

- h. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

PERSON SPECIFICATION

Position Title:	Programme / Project Assurance Officer	Date Prepared:	June 2014
Department:	Audit & Governance	Grade:	Band 7

AF= Application Form	I= Interview	T= Test
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	Person Specification	Essential	Desirable	Assessment
1	EXPERIENCE AND KNOWLEDGE			
1.1	Proven track record (at least 1 year) of successfully managing projects.	✓		AF/I
1.2	Sound knowledge of techniques for planning, monitoring and controlling projects, eg. PRINCE2, PreSIDE, MS Project.	✓		AF/I/ T
1.3	Experience of working on a programme or complex project	✓		AF/I
1.4	Knowledge of techniques for managing successful programmes e.g. MSP.		✓	AF/I
1.5	Experience of using a project management software framework eg Verto.		✓	AF/I
1.6	Experience of presenting / running training / facilitation workshops		✓	AF/I
1.7	Experience of working in Local Government or similar organisation.		✓	AF
1.8	Basic knowledge of budgeting and resource allocation procedures.		✓	AF
2	SPECIAL ABILITIES/COMPETENCES			
2.1	The ability to prioritise, plan and organise workloads and to manage expectations and deadlines.	✓		AF/I
2.2	The ability to write sound business cases.	✓		AF/I/ T
2.3	Good interpersonal skills with the ability to relate to all levels of staff within the organisation.	✓		AF/I/ T
2.4	The ability to manage and work as part of a team.	✓		AF

2.5	Enthusiasm for excellence, innovation and commitment to continuous improvement.	✓		AF/I
2.6	The ability to own and solve work problems logically, and make decisions appropriate to the level of the post.	✓		AF/I/ T
2.7	Excellent IT skills e.g. MS Office, MS Project	✓		AF
2.8	Excellent communication and negotiation skills.	✓		AF/I/ T
2.9	Self –motivated with the ability to use initiative.	✓		AF/I
3	EDUCATION AND TRAINING			
3.1	Formal qualification in PRINCE2 or training in project management methodology	✓		AF
3.2	Formal qualifications with Association of Project Management, or equivalent, to at least APMP level.	✓		AF
3.3	Evidence of further development – education/training.		✓	AF