

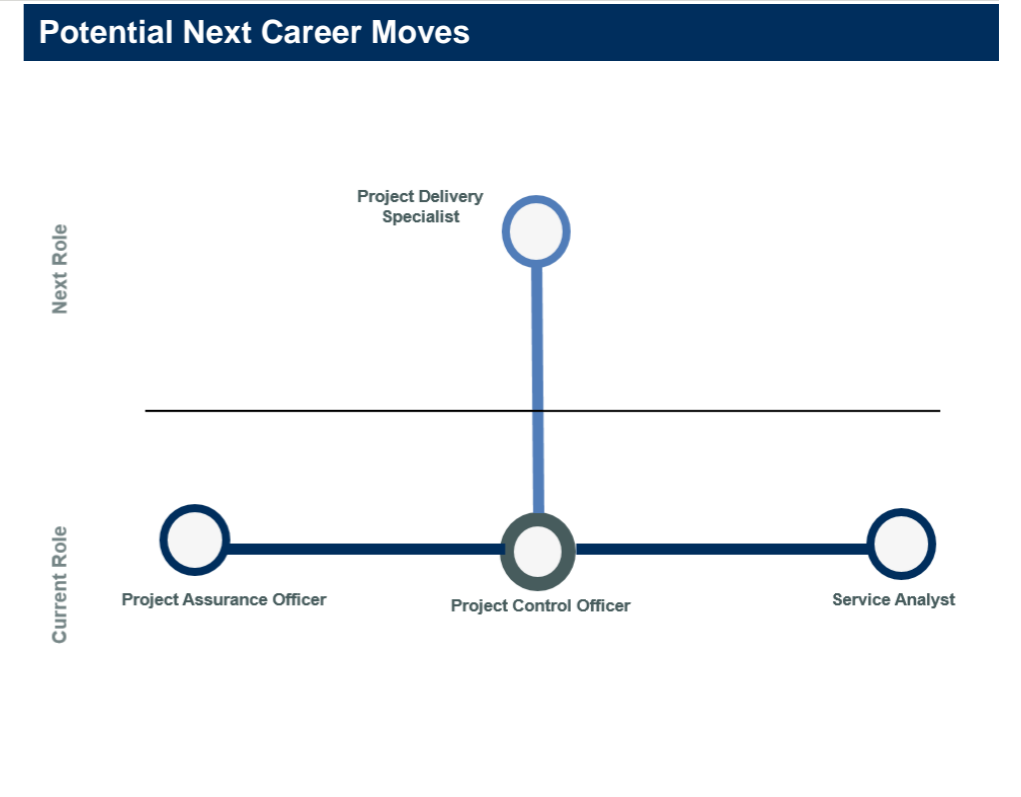


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| Role Title | Project Control Officer | | | | |
| Job Family | Project Management | Sub Category | Project Delivery Specialists | Grade | B3 |
| Behaviours | <ul style="list-style-type: none"> Managing a Quality Service | <ul style="list-style-type: none"> Working Together | <ul style="list-style-type: none"> Delivering at Pace | | |
| Purpose | Support project managers and programme teams in the delivery and control of projects ensuring delivery of projects to time, quality and cost | | | | |

| Key Accountabilities | | |
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| <ul style="list-style-type: none"> Support project managers/Programme Managers/CBDs in providing project delivery Ensure projects set up accurately working in conjunction with PM and programme team under own auspices in accordance with the Project Plan and PMP Keep accurate, timely and comprehensive records of actions and issues relating to project delivery, including producing comprehensive minutes of formal meetings Maintain project financials and provide MI for project and regional teams as well as ensuring they adhere to compliance and best practice | <ul style="list-style-type: none"> Maintain project financials, ensuring SDNs/PVRs are actioned, and invoicing and re-profiling up-to-date. Assist in producing accurate and timely reports. Ensure project closure activities have been completed in a timely manner and in accordance with commercial process requirements Raise, receipt and close requisitions and purchase orders | <ul style="list-style-type: none"> Build and maintain good working relationships with customers and stakeholders where required Respond to changes in customer requirements as instructed or authorised by the project manager or RDM Meet all agreed service standards agreements |

| Authority and Scope |
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| <ul style="list-style-type: none"> Ensures PM/Project teams adhere to Best Practice and compliance Directs admin team members to order goods and services Prioritises and schedules own work Ensure project managers/leads respond to requests for information and authorisation, accountability Makes effective decisions in controlling projects and finances PoC with teams overseas |

| Internal and External Communications |
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| <ul style="list-style-type: none"> Comprehensive interaction/communication in respect of project process oversight with the full spectrum of leaders of/contributors to projects and with senior management in the reportage of project performance including logistics and credit control personnel Exchanges factual information with financial/accounts colleagues in relation to billing and costs management Interaction with customers, external service providers and suppliers across all areas of the post-holder's responsibility, typically to clarify, resolve queries/issues and provide information |



| Skills |
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| <ul style="list-style-type: none"> Project Assurance Risk management Coordinate and consolidate project plans Analyse, interrogate and evaluate data Administrative/secretariat Stakeholder management |

| Qualifications, Knowledge and Experience |
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| <p>Essential</p> <ul style="list-style-type: none"> Experience of managing projects financials and processes Numerical and analytical skills Knowledge of programme and project processes Motivated self-starter who can work without close supervision Excellent communication & organisational skills Experience of working with and influencing key stakeholders and senior management |

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| <p>Desirable</p> <ul style="list-style-type: none"> PRINCE 2 or equivalent qualification Experience of government or other large organisation Experience of requisitioning via an ORACLE system Experience of analysing data and providing recommendations for best course of action |
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