

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



FCDO Services

### Key Accountabilities

- Support project managers and key stakeholders 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 teams as well as ensuring they adhere to compliance and best practice
- 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
- 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

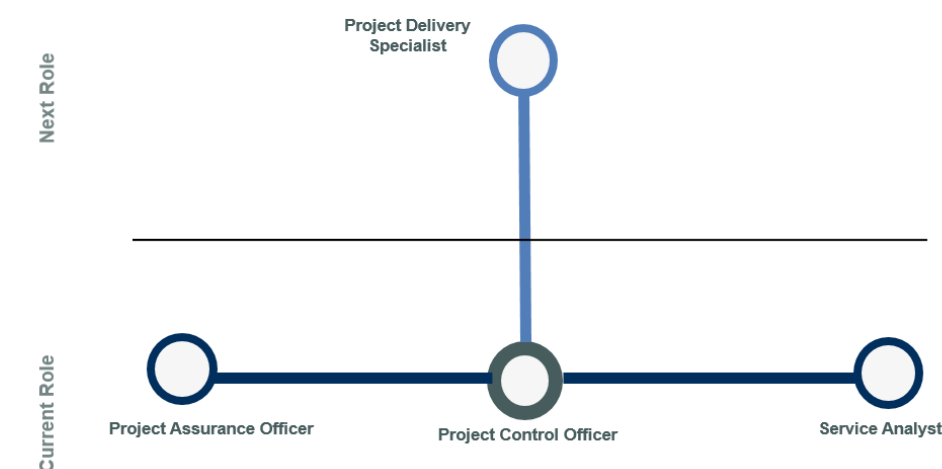
### Authority and Scope

- 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

- 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

### Potential Next Career Moves



### Skills

- Project Assurance
- Risk management
- Coordinate and consolidate project plans
- Analyse, interrogate and evaluate data
- Administrative/secretariat
- Stakeholder management

### Qualifications, Knowledge and Experience

#### Essential

- 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

#### Desirable

- 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