

Role Title	Planning Officer				
Job Family	Project Management	Sub Category	Project Delivery Specialists	Grade	B3
Behaviours	<ul style="list-style-type: none"> <li>Seeing the Big Picture</li> <li>Communicating and Influencing</li> <li>Working Together</li> </ul>				
Purpose	Maintain FCDO Services customer delivery plans across programmes; resolve conflicts and identify potential efficiencies.				



FCDO Services

### Key Accountabilities

- Support the business in running systems and processes that enable the full life-cycle delivery of portfolios, programmes and projects/services
- Contribute to project management and analysis through the maintenance and manipulation of data, supporting consistency of planning and optimisation of project performance
- Maintain and enhance effective relationships with internal customers and their needs to ensure effective execution of tasks
- Ensure that data is kept up-to-date, quality review data integrity and advise on best practice for the use of technical solutions

### Authority and Scope

- Although the post has no permanent line management responsibility there may be circumstances where line management of A2 level posts is required, depending on the nature and structure of individual projects
- Authority to seek information from managers
- Operates under the tasking of the Planning Specialist

### Internal and External Communications

- Interaction with FCDO Services project managers and project support staff generally for the gathering and exchange of information, data and the provision of advice
- Regular interaction with recipients of the Project Management Office timetable for checking that actions are carried out, status updates are received, and missing information is supplied

### Potential Next Career Moves



### Skills

- Capacity Planning
- Project methodologies
- Coordination and consolidation of project plans
- Data/information gathering
- Data/information analysis/manipulation/evaluation
- Interpret professional/technical documents, e.g. contracts/policies/reports/specifications/drawings

### Qualifications, Knowledge and Experience

#### Essential

- Experience of project management, coordinating and consolidating project plans across an organisation, and responding to the needs of stakeholders
- Some experience of, or an understanding of, planning and deploying resources across programmes and projects

#### Desirable

- Familiarity with enterprise project portfolio management software tools - preferably Microsoft Projects Online - and other reporting tools that maintain and query disparate strands of portfolio and programme planning
- Project management qualifications, such as PRINCE2, APM Project Essentials, or APM Project Management Qualification