

## Additional Requirements

Maintain FCDO Services customer delivery plans across programmes; resolve conflicts and identify potential efficiencies.

- 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
- Work with Project Planners in Programme Delivery to receive Resource Requests from Project Managers and ensure quality of requests.
- Work across E&O to ensure projects are resourced with suitably skilled staff to support customer requirements
- Take action to resolve any resourcing conflicts where appropriate, escalating to Line Manager when required
- Liaise with Cost Engineers, Project Managers and E&O Heads of Discipline where required to confirm skills, knowledge and experience of staff members and delivery teams
- Utilise MS Project Online (MS POL) for all E&O resourcing, responding effectively with information, advice, guidance and support where required including regularly producing reports and management information
- Proactively contribute to the development and implementation of improved processes and practices that add value and increase the effectiveness of Business Management, E&O and FCDO Services
- At all times, challenge all unsafe Health & Safety practices or standards within Business Management, E&O and across FCDO Services, championing Safe by Choice

Hanslope Park based posts attract a Location Allowance of £1,750 per annum.

FCDO Services are regulated by the Civil Service Commission.