



# Role Profile

<b>Role Title</b>	Project Control Officer
<b>Business group and team</b>	Central Planning, Engineering & Operations
<b>Job Purpose Overview</b>	<p>The Central Planning Project Delivery team is closely aligned to the Project Community to help support the delivery of SGS and GDT projects.</p> <p>Reporting directly to the Project Delivery Specialist (PDS), the Project Control Officer supports at least one Project Manager or Project Team in the co-ordination and planning of projects during the project life cycle.</p> <p>This is a key role in Central Planning; the role holder will have a <u>good working</u> knowledge of programme and project processes and methodologies and promote good project management in FCO Services.</p> <p>The post holder will work with the Project Managers (PM) in SGS and GDT, the Regional project teams (Regional Portfolio/Project Managers RPM) and Project Assurance to help ensure a consistent approach to project delivery in FCO Services. As part of this they will be called upon to represent Central Planning and Other Business areas at various stakeholder and customer meetings in a professional and knowledgeable manner.</p> <p>The Project Control Officer will provide support to the Project Delivery Specialist where appropriate.</p>
<b>Organisational position</b>	<p><i>Insert organisational chart or give brief description of where the role sits in the organisation. (To comply with our security rules, only provide the name of the job).</i></p> <pre>graph TD; HCP[Head of Central Planning] --&gt; PDRDM[Project Delivery RDM]; PDRDM --&gt; PDS[Project Delivery Specialist]; PDRDM --&gt; PDCS[Project Delivery Coordinator Supervisor]; PDS --&gt; PCO[Project Control Officer]; PDCS --&gt; PDC[Project Delivery Coordinator];</pre>

Date Updated	2018		Updated By	PT	
Current / Applied Grade	B3		Job evaluation date	B3	Confirmed grade B3
Level of Security Clearance	DV	DV			
JOB RESPONSIBILITIES					
Main Responsibilities:					
Financial and commercial performance					
<ul style="list-style-type: none"><li>• Ensure projects are set up accurately as per project plan/BAT liaising with FCO Services Billing team by supplying valid project documentation in adherence with commercial process.</li><li>• Maintain project financials, ensuring SDNs/PVRs are actioned and invoicing and re-profiling are up to date.</li><li>• Ensure project closure activities have been completed in a timely manner and in accordance with the commercial process.</li><li>• Assist in the production of timely, accurate and concise reports on project finances for the project team.</li><li>• Raise, receipt and close requisitions and purchase orders</li><li>• Assist in the maintenance and validation of financial reports for ongoing regional projects.</li></ul>					
Customer focus					
<ul style="list-style-type: none"><li>• Build and maintain good working relationships with customers and key stakeholders</li><li>• Respond to changes in customer requirements in a timely manner as instructed or authorised by the PM/RPM.</li><li>• Manage customer expectations and meet all agreed service standards (SLA's and OLA's)</li></ul>					
Processes (efficiencies and effectiveness)					
<ul style="list-style-type: none"><li>• Assist the PM/RPM by collating any required project control documentation including gate documentation, Lessons Learned and Risks &amp; Issues.</li><li>• Support the PM/RPM to ensure that all Health &amp; Safety documentation, is completed and documented.</li><li>• Adhere to governance arrangements to ensure consistent quality practices. Work with the Project Assurance team gather any relevant data to help identify any gaps in the process.</li><li>• Ensure project teams adhere to project management quality standards by using defined procedures and templates define my FCO Services and the Project Assurance team.</li><li>• Manage document control procedures to provide a standard and efficient filing structure in accordance with project management guidelines.</li><li>• Provide DISM (Deputy Information Security Manager) role for files and folder permissions within their programmes only.</li></ul>					
Secretariat duties					
<ul style="list-style-type: none"><li>• Supports internal/external project control boards, project assurance teams, quality review meetings and gate reviews as required by arranging and attending meetings, minute taking and capturing any actions to enable the PDS/PAM to follow up with the project community.</li><li>• Collate feedback from reviews, post-programme/project reviews, audits and lessons to be presented at the various boards</li></ul>					
Learning & development					
<ul style="list-style-type: none"><li>• Commit to developing the skills required to deliver this role which may include professional development.</li></ul>					

- Understand how own role contributes to the achievement of project management and FCO Services objectives

## KNOWLEDGE AND KEY SKILLS

### *Essential:*

- Knowledge of programme and project processes;
- Excellent communication and organisational skills
- Able to work effectively as part of a team
- Experience of managing project financials and processes
- Numerical and analytical skills
- IT literate with extensive practical experience of the Microsoft Office Suite
- Motivated, self-starter who can work without close supervision
- Experience of working with and influencing key stakeholders including Senior Managers

### *Desirable:*

- Prince 2 or equivalent project qualification
- Experience of working within a government or large complex organisation
- Experience of requisitioning using an oracle system
- Experience of analysing data and providing recommendations for best course of action

## CORE BEHAVIOURS

### *Top three for job:*

- Delivering at Pace
- Managing a Quality Service
- Communicating and Influencing

## CRITICAL SUCCESS FACTORS

### *Success measured and evidenced by:*

- Continuous liaison with PM, Customer and key stakeholders to aid project delivery and reputation of FCOS
- All projects and programmes accurately profiled
- All Gates and Project Control Boards are undertaken

<b>Budget Responsibility?</b>	<b>If YES, how much:</b>	<b>If NO can they authorise payments?</b>
Y/N	£ per annum	Y/N
<b>Reports to: (Role Title and Grade)</b>	C4 Project Delivery Specialist	
<b>Direct Reports: (Number and grades of staff)</b>	None	