

Project Support Officer (Strategic Projects) Job Description

POST:	Project Support Officer (Strategic Projects)
RESPONSIBLE TO:	Senior Project Manager, Strategic Projects
RESPONSIBLE FOR:	N/A
SALARY:	SP 17 to SP 21 National pay scale (£24,313 to £26,317) and SP 18 to SP 22 Inner London pay scale (£28,245 to £30,333) + Expenses + Local Government Pension Scheme
LOCATION:	National Office or any Regional Bases
WORKING PATTERN:	37 hours per week (may include occasional evening or weekend working by prior agreement, for which time off in lieu will be given).
DISCLOSURE LEVEL:	Enhanced
JOB PURPOSE:	To provide a comprehensive support function to the Strategic Projects Team, working across all projects that are part of the organisation's portfolio of strategic projects including strategic organisation development projects, new academies joining Oasis, new free schools and other significant organisational change projects. The role will require excellent communication and organisational skills and will involve liaising at all levels internally as well as working externally with Local Authorities, the DfE and other external contractors. This role will be responsible for providing all the necessary project specific and administrative support to the Senior Project manager, Project Managers and Assistant Project Managers, enabling them to effectively deliver the programme of projects on time, within budget and within scope, meeting the needs of the organisation. Strategic Projects also has the remit to manage the legal workstreams and DfE Significant Changes, this role will be responsible for supporting on the administration these projects, liaising directly with lawyers, DfE and third parties as required.

SPECIFIC RESPONSIBILITIES:

A. Project Process and Documentation Management:

- To assist in the production and lead on the maintenance of project scope documents and business cases, project plans, risk registers, issues logs, lessons learnt reports and other project related documents
- To follow up on outstanding project actions in a timely fashion

- To analyse and present information
- To keep all project and team folders in the shared area up to date. File any new documents received and thus assisting and maintaining effective and efficient filing structures and systems, both electronic and physical
- To keep the public facing sharepoint site up-to-date
- To support the development of systems, processes and templates, including process mapping
- To advise and assist the project team in the application and maintenance of systems and processes and templates, ensuring the delivery of department functions in line with the agreed project management methods and standards
- To conduct project and team feedback surveys
- To complete quality assurance on project management processes, including audits, reviews, compliance checks, configuration management, ensuring all controls are adhered to

B. Project Reporting:

- To co-ordinate the production of project reporting on a regular basis to all project stakeholders
- To monitor the completion of the master programme management schedule
- To coordinate the submissions from the Strategic Projects Team to the Weekly Bulletin and other key meetings, such as Regional Services Meetings

C. Project Meeting Management:

- To schedule all project meetings, including a large number of internal and external stakeholders
- To facilitate the delivery of all key meetings within the Strategic Projects Team, primarily Project Steering Group (PSG) meetings, including, scheduling and management of attendance, preparing agendas and papers, creating meeting packs for senior colleagues when required, writing minutes, transcribing dictations, tracking meeting actions, setting up IT and organizing refreshments
- To respond rapidly to diary changes where required
- To arrange external meetings, booking accommodation and conference facilities, making arrangements for guest speakers and booking event support

D. Communication and Stakeholder Management:

- To act as a main point of contact for the Strategic Projects team and ensure excellent lines of communication between Oasis regional and national staff, academy Principals and staff, Senior OCL Management, Principals, DfE and Local Authorities
- To maintain communication channels and tools to facilitate the communication between Strategic Projects team members and other members of the project teams
- To manage the team shared inbox, receive telephone calls, processing post and to draft or respond to correspondence on behalf of the Strategic Projects team members as appropriate
- To alert the Senior Project Manager to key issues affecting the efficient running of the Strategic Projects Team and work to resolve where possible

E. Project Budget Management:

- To manage the Purchase Order, invoice and project budget tracking processes
- To support with the preparation of budget claims and track their progress
- To complete financial reports when required
- To liaise with the finance manager to ensure that all project budget information is reconciled in the Trust accounting systems

F. Legal and DfE Significant Changes Administrative Support:

- Co-ordinate the process for obtaining OCL Senior Team and Board signatures for key legal documentation
- To maintain the electronic legal archiving network drive and the hard copy legal elements of the physical archive
- To maintain a log of activity commissioned to the lawyers, recharging costs as required.
- To support the completion of the documentation required for the submission of DfE significant change

G. Strategic Projects Team Administrative Support:

- To book all travel for members of the Strategic Project team and others when directed by the Senior Project Manager, ensuring the best value for money is received
- To manage the administration of the Strategic Projects team expense submissions, including mileage claims, accommodation, credit card statement validation and other travel associated costs, including tracking the efficient recharging of costs to specific projects
- To co-ordinate the induction programme in conjunction with the Senior Project Manager for any new member of the Strategic Projects team
- To order stationary, IT equipment and other resources for the Strategic Projects team.
- To maintain a working knowledge and provide key updates on key Trust documents such as the National Planner and the Challenge and Support Map. Keep an up to date knowledge of the RAG rating of each OCL Academy

H. Specific knowledge and skills:

- To maintain a good working knowledge of current national educational initiatives and developments
- To maintain an excellent understanding of all legislation and processes linked to academy conversions and free schools
- Complete operational duties from time to time, specifically where business as usual resource is not in place, for example maintenance of an admissions database for a new free school

I. Other:

- To undertake training required to maintain proficiency
- Liaising, assisting and taking part in a range of activities in support of the Strategic Projects Team, including organising any team training identified by the Senior Project Manager



- Some travel around the country to academies and meetings, with overnight stays as required
- To ensure that our approach to project management is fully aligned to our ethos and 9 habits
- To carry out any other reasonable requests as directed by the Senior Project Manager

J. Safeguarding children and young people:

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check

OTHER:

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Project Support Officer (Strategic Projects) Person Specification

Our Purpose

The vision of Oasis Community Learning (OCL) is to create ‘Exceptional Education at the Heart of the Community.’

All our Academies are committed to achieving this vision through developing character, competence and sense of community with every child, providing a rich educational experience that is underpinned by our philosophy of education; inspirational leadership, deep learning and healthy communities.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. We are committed to a model of inclusion, hope, perseverance, healthy relationships and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to Degree level (or equivalent level) • Right to work in the UK 	<ul style="list-style-type: none"> • Project based qualifications/training • Administrative or clerical qualifications/training
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Excellent organisational skills • Experience of working in a project management environment, using a range of project management documentation • Experience of working with Microsoft Office in particular, Outlook, Word, PowerPoint, Excel and Project • Flexible and willing to take on task outside of the JD • Self-starter and proactive, with ability to work on own initiative • Adaptable and flexible • Excellent oral and written communication skills 	<ul style="list-style-type: none"> • Experience of working in an education setting • Knowledge of the Academies programme • Event Co-ordination • Advanced level of MS Outlook, Word, PowerPoint, Excel and Project • Good knowledge of sharepoint

	<ul style="list-style-type: none"> • High attention to detail • Ability to analyse and present information • Excellent standard of numeracy • The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English' 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to be flexible and willingness to embrace innovation • Proven ability to organise workload, prioritise, work under pressure, meet deadlines and follow tasks to successful conclusion • Demonstrate ability to build and develop relationships at all levels • Good analytical / troubleshooting skills • Reliable, enthusiastic, committed • Available for some travel and overnight stays • Well-honed decision-making skills and ability to make sound judgements • Self-Motivated, with a 'can-do' approach to problem solving, focused on delivery • Flexible, mature and balance approach • Team player who is able to work collaboratively in a diverse team • Diplomatic and able to remain discrete when privy to confidential information. • Willingness to learn • Commitment to safeguarding and promoting the welfare of children and young people 	

	<ul style="list-style-type: none">• Willingness to undergo appropriate checks, including enhanced DBS checks• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.	
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