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| **Job Description** |
| **Job Title:** | Project Support Officer Great Place Scheme  |
| **Grade:** | 6 | **Post No:** | OPDC-GPS-PSO |
| **Directorate:** | Planning |
| **Job Purpose** |
| To provide administrative and project-related support to the Great Place Scheme Programme Manager in the delivery of an ambitious, community-focused arts and culture programme. To play a key role in the delivery of OPDC’s world class, participatory programme that will uncover, connect and showcase the culture, creativity and heritage of Park Royal and help shape the future of Old Oak.  |
|  **Principal accountabilities** |
| 1. Arrange project meetings and produce meeting documentation such as agendas, minutes and presentations.
2. Produce, maintain and distribute project documentation such as risk logs, issue logs, action lists and project plans as directed. Track project actions against targets, take ownership and management of project issues; take follow up or remedial actions as required.
3. Support the delivery of Great Place Scheme projects and programmes, including organising workshops, events, exhibitions and other activities.
4. Assist in procuring artists, contractors and consultants and prepare contract specifications and grant award documentation - assist in maintaining and monitoring project and programme financial information such as monitoring spend against budget.
5. Collate project data and documentation materials. Produce regular reports on the progress and impact of Great Place Scheme for funders and partners.
6. Assist with the evaluation of Great Place Scheme by ensuring participant data is collected properly and by working closely with external evaluation partners to ensure the framework supplied is used effectively.
7. Support fundraising and sponsorship needs of the programme, by assisting with writing funding applications, generating ideas and proposals for sponsorship opportunities etc.
8. Work closely with the OPDC Engagement Team to ensure the Great Place Scheme enhances and benefits other OPDC Engagement work.
9. Work closely with the OPDC Comms Team to ensure Great Place Scheme activities are promoted both internally, externally to a range of stakeholders and that information for marketing collateral is available in a timely manner.
10. Assist in general administrative duties as required, (including but not limited to: Purchase Orders, Team Meeting minutes, timesheets, correspondence, record keeping and updating of the contacts management system etc)
11. Perform the role in accordance with the OPDCs policies and code of ethic and standards, including health and safety and data protection.
12. Manage resources allocated to the job in accordance with the Authority’s policies and Code of Ethics and Standards.
13. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams
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| **Key contacts:** |
| **Accountable to:** | Programme Manager Great Place Scheme  |
| **Accountable for:** | Resources allocated to the job |
| **Principal contacts:** | Great Place Scheme Programme Manager, Programme Manager – Park Royal, Communications and Engagement Team, Planning Policy Team, GLA Culture Team, GLA Team London, Create London, Arts/Culture and Regeneration Officers in the three local boroughs, OPDC partner organisations and individual businesses and arts organisations in Old Oak and Park Royal |
| **Technical Requirements** |
| 1. Demonstrable ability and experience of project delivery
2. Well-developed IT skills including Microsoft Outlook, Word, Excel, Power Point, and Adobe Creative Suite
3. Demonstrable ability and experience of working with artists or creative practitioners to realise high quality projects
4. Experience of documenting processes, writing reports and maintaining filing systems
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| **Behavioural Competencies** |
| **Building and Managing Relationships**… is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals. Level 1 indicators of effective performance* Builds rapport quickly with people at all levels and from different backgrounds
* Actively listens to others and is open to their ideas
* Identifies and resolves conflict between self and others
* Makes others feel comfortable and respected by being positive and friendly
* Shares information openly with colleagues within and outside own team

**Communication & Influencing**… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.Level 2 indicators of effective performance* Communicates openly and inclusively with internal and external

stakeholders* Clearly articulates the key points of an argument, both in verbal and

written communication* Persuades others, using evidence based knowledge, modifying approach to

deliver message effectively* Challenges the views of others in an open and constructive way
* Presents a credible and positive image both internally and externally

**Problem Solving**… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.Level 2 indicators of effective performance* Processes and distils a variety of information to understand a problem fully
* Proposes options for solutions to presented problems
* Builds on the ideas of others to encourage creative problem solving
* Thinks laterally about own work, considering different ways to approach

problems* Seeks the opinions and experiences of others to understand different

approaches to problem solving**Planning and Organising**… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.Level 1 indicators of effective performance* Plans and prioritises own workload to meet agreed deadlines
* Advises colleagues or manager early of obstacles to work delivery
* Perseveres and follows work through to completion
* Checks for errors to ensure work is delivered to a high standard first time
* Effectively juggles priorities

**Stakeholder Focus**… is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others’ expectations.Level 1 indicators of effective performance* Listens to understand requirements without making assumptions
* Demonstrates an enthusiastic and ‘can do attitude’ to all requests
* Provides timely, accurate and personalised responses
* Provides a polite and helpful first point of contact for stakeholders
* Learns from feedback to improve personal service to others

**Responding to Pressure and Change**… is being flexible and adapting positively, to sustain performance when the situation changes, workload increases, tensions rise or priorities shift. Level 1 indicators of effective performance* Stays calm in pressurised and demanding situations
* Responds flexibly to changing circumstances
* Recognises when unable to cope and asks others for help
* Demonstrates openness to changing work priorities and deadlines
* Maintains personal well-being and achieves a balance between work and home life

**Working Patterns**Due to the nature of this posts, the role will entail attendance at some out of hours meetings, including evening and weekends.  |