



# Role Profile

## PROJECT OFFICER Tay Cities Region Deal (TCRD) Digital Skills Project

Reference No.	A4937	Type	generic
Service	Economy, Planning & Employability		
Job Family	Para Professional 4	Grade	FC6

### Purpose

To provide project management support to the the Tay Cities Region Deal (TCRD) Digital Skills Project Manager to assist in the development and delivery of the projects in the Tay Cities Deal Digital Skills project throughout the project lifecycle

Manage and monitor the project delivery, ensuring that reporting is done effectively, using the Council's best practice toolkit for project management, for risk, stakeholder, benefit and resource management.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Providing project management support and assurance to assist the the TCRD Digital Skills Project Manager to ensure projects funded by the City Deal are developed and delivered within timescales and on budget.

Ensuring adoption of the Council's project management toolkit by the project for specific work packages.

Business Case development

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

Educated to SCQF level 7, which includes HNC or Advanced Highers, Apprenticeship or equivalent

✓

Experience of supporting project delivery

✓

Project Management Qualification, membership of an appropriate professional body

✓

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Project planning Risk and Issue Management Stakeholder Management Benefits Management Project reviews and reporting			
Undertaking a Client Role for specified work packages and providing project management support and assurance to the project manager.  Arranging and attending project meetings, taking minutes and identifying areas to be actioned and communicating with appropriate staff in other Partners.	Project Management skills and capabilities  Ability to plan and organise workload	✓  ✓	
Undertaking a liaison role between teams within in the Tay Cities Region Deal Digital Skills Project, Regional Skills and Employability Development Programme and across the wider Council assisting with the delivery of these projects, ensuring all parties are kept informed of progress and responding to problems if necessary.	Experience of maintaining effective working relationships and ability to work on your own (Focus On Customers - See How We Work Matters Framework)  Communication and Influencing skills  Team working skills (Work together)  Experience of meeting diverse objectives within defined timescales (Deliver results)	✓  ✓  ✓	✓
Maintaining project records, drawings, specifications etc. both manual and computerised and ensuring they are stored correctly and meet audit requirements.	IT skills (Embrace technology and information)  Document management	✓	✓

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Acting on Health and Safety regulations appropriately. Complying with relevant legislation and regulations and the Council's and Facilities policies on Health and Safety and codes of practice.	Knowledge of CDM Regulations and Health and Safety Legislation  Ability to provide a regular and effective service (Take ownership)  Knowledge and experience of Local Authority Procedures	  ✓	✓  ✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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**Job Title (Specialists Tasks)**

<p>Work Packages will be used to delegate a specific piece of project work to an individual or team to be delivered. The individuals or teams will be from partners in the Tay Cities Deal or third party suppliers.</p>	<p>Experience of maintaining effective working relationships and team working</p>	<p>✓</p>	

**Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

**Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.**

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results