

## PROJECT ASSISTANT

Reference No.	A4562	Type:	Generic
Service	HR		
Job Family	Admin and Clerical 3	Grade	FC3

### Purpose

To provide an efficient and effective project support to Corporate Absence Project/Health, Safety and Wellbeing Team in a professional manner in line with project/business requirements.

Providing a task-oriented approach, delivering a service which is responsive to customer needs.

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

Reporting to the Health, Safety and Wellbeing Assistant, working as part of a professional team in HR, providing a comprehensive project, health, safety and wellbeing support service. This includes maintaining computer systems e.g. occupational health, health and safety processes and evaluation records to support project delivery. Data and word processing, using e.g. Publisher or SWAY for relevant items for newsletters, preparing and maintaining documentation, survey support and related data verification and input, e-learning support producing attendance reports, uploading articles to employee app, project related printing, scanning, copying, scheduling and co-ordinating meetings and appointments, and note taking. Contact with pilot participants. Attend project related and health, safety and wellbeing related meetings as required.

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

**E**

**D**

Experience of working in an office using current computer-based applications e.g. Word, Excel, PowerPoint, Publisher, Teams, Office 365 to carry out a range of duties (Deliver results – See ‘How We Work Matters’ Framework)

✓

Experience of technical problem solving and ability to add skills through e-learning and help guides

✓

National 4 with core skills modules, SVQ1, 3 Standard or ‘O’ Grades or equivalent

✓

Ability to provide a regular and effective service

✓

Database/case management experience

✓

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
<p>As directed, carry out a range of duties including:</p> <ul style="list-style-type: none"> <li>• updating/maintaining systems e.g. occupational health and health and safety to enable the prompt retrieval of data, e.g. spreadsheets, databases, documents,</li> <li>• maintain plans and update,</li> <li>• search for information,</li> <li>• completing returns and system generated reports e.g. health and safety / wellbeing,</li> <li>• maintain project and related team calendar,</li> <li>• support workstream leads to maintain team/project documentation and plans,</li> <li>• collating/providing management/statistical information,</li> <li>• assist in the production, issue and analysis of health, safety and wellbeing surveys as required,</li> <li>• word processing including creating, formatting and updating documents, e.g. minutes, reports, correspondence</li> <li>• assist in the production of newsletters and presentations,</li> <li>• coordinate meetings and appointment schedules/diary management,</li> <li>• answer the phone, take messages and update systems,</li> <li>• contact others to gain information,</li> <li>• assisting at events and meetings.</li> </ul>
Supporting information and records management: such as electronic filing, file management, retention, indexing, removal and archiving.
Delivering mainly a back-office service to a team, providing a high standard of organisation skills and communication including scheduling, data input and reporting to support delivery deadlines, handling telephone calls, e-mails and visitors, taking messages,

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<p>Confident user of IT applications, showing ability to use packages effectively. (Embrace technology and information)</p> <p>Experience of non-standard corporate systems</p> <p>Numerical skills</p> <p>Attention to detail</p> <p>Time Management skills (Take ownership)</p> <p>Experience of creating, formatting and updating documents</p> <p>Note taking experience</p> <p>Evidence of maintaining confidentiality</p> <p>Typing / Word Processing</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Organisational skills	✓	
<p>Organisational skills (focus on scheduling and delivery)</p> <p>Communication skills, both oral and written</p>	<p>✓</p> <p>✓</p>	

# Role Profile

making bookings, providing information and handling straight-forward enquiries, escalating as appropriate.			
<p>Liaising with non-Fife Council employees, e.g. partners, visitors.</p> <p>Liaising with pilot participants or nominated users to encourage or obtain evaluation information</p>	<p>Interpersonal skills</p> <p>Team working skills (Working together)</p>	<p>✓</p> <p>✓</p>	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> 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.	
<b>Additional Information – the following information is available:</b>	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

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

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

**Expected Behaviours**

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

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