

## APPRENTICE PROJECT OFFICER

|               |                                   |       |   |
|---------------|-----------------------------------|-------|---|
| Reference No. | A4490                             | Type  | Generic                                       |
| Service       | Business & Employability Services |       |   |
| Job Family    | Para Professional 4               | Grade | FC6<br><b>50% Year 1</b><br><b>80% Year 2</b> |

### Purpose

To enable the post holder to undertake training in the practical aspects of project officer sufficient to enable the Apprentice to achieve a Project Management Qualification at SCQF level 8.

This Modern Apprenticeship follows a nationally recognised MA framework, combining formal College-led training and work-based experience with the Council.

To provide project management support to capital and revenue funded projects throughout the project lifecycle across the Enterprise & Environment Directorate.

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:   | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility  | <b>E</b>                            | <b>D</b> |
|---|--|-------------------------------------|----------|
| <p>Undertake the tasks and activities required to complete the Project Management Qualification at SCQF level 8, along with assisting staff in practical project management processes.</p> <p>Provide project management support and assurance to assist the Strategic Growth &amp; City Deals Programme Manager to ensure capital and revenue funded projects are developed and delivered within timescales and on budget.</p> | <p>Educated to SCQF level 7, which includes HNC or Advanced Highers, Apprenticeship or equivalent (including English and Maths to SCQF level 6)</p> <p>Experience of supporting project delivery</p> <p>Evidence of job-related practical experience</p> <p>Ability to travel throughout Fife</p> <p>Ability to communicate well at all levels and in every medium</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> |

## Role Profile

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|--|--|--|---------------------|----------|
| Ensuring adoption of the Council's project management toolkit by the project managers for specific projects. Including: Business Case development, Project planning, Risk and Issue Management, Stakeholder Management, Benefits Management, Project reviews and reporting.                |  | Experience of supporting project delivery<br><br>Evidence of job-related practical experience<br><br>Enthusiastic, Positive work ethic and attitude                              | ✓<br><br>✓<br><br>✓ |          |
| Undertaking a Client Role for specified projects 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 Services. |  | Strong interpersonal, networking and group communication skills<br><br>Able to provide a regular and effective service<br><br>Ability to write concise yet comprehensive reports | ✓<br><br>✓<br><br>✓ |          |
| Ensuring through a proactive attitude that proper and timely action is taken to obtain all required approvals.   |  | Able to use effective time management techniques and apply contingency planning tactics to plan and organise workload  | ✓                   |          |
| Adopting a systematic and timely approach to preparing/completing project documentation from business case through risk management to post completion evaluation.  |  | Self-motivated, able to work on own initiative and liaise effectively with stakeholders operating in a multi-disciplinary environment, including consultants                     | ✓                   |          |
| Supporting the procurement process within projects to obtain the resources internally and/or externally with a procurement requirement, to deliver a project in line with project scope.   |  | Ability to provide a regular and effective service<br><br>Using appropriate negotiation strategy/skills in line with business procedures   | ✓<br><br>✓          |          |
| Maintaining project records, drawings, specifications etc. both manual and computerised and ensuring they are stored correctly and meet audit requirements.  |  | IT skills including use of Microsoft Office 365  | ✓                   |          |
| Undertaking all other duties as required for the role. Duties will be in line with the grade.  |  |  |                     |          |

# Role Profile

| <b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following: |  |   |          |          |
|--|--|---|----------|----------|
| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:            |  | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility | <b>E</b> | <b>D</b> |
|  |  |   |          |          |
|  |  |   |          |          |
|  |  |   |          |          |

| <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</b> – the following information is available:  | <b>Expected Behaviours</b>  |
| <ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How we work matters</b></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> |