



Coventry City Council

Job Description

Job Title:	Project Support Officer	Job Number:	D2641D
Service:	People & Culture	Post Number:	552
Location:	Friargate & remote working	Grade:	G4

Values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To support the Workforce Diversity & Inclusion Team and ensure the effective delivery of the Council's People Plan and Diversity & Inclusion strategy by providing project and administrative support.

You will provide a variety of project and administrative support for a range of Diversity & Inclusion initiatives within the Council by developing and maintaining project documents, ensuring tasks are assigned, monitored and actioned, as well as conducting regular reviews to enable projects to be delivered within scope.

Main Duties & Responsibilities:

- To ensure that project planning, development and activity across allocated projects are co-ordinated so that outcomes are timely and effective.
- Lead on developing and maintaining D&I project plans to ensure tasks are assigned, monitored and actioned.
- Support team members to ensure that standards, approaches and methods for project management are maintained to ensure consistency and quality.
- Work with team members to ensure the efficient and effective implementation of the D&I strategy within timescales.
- Undertake EDI data analysis and report themes to the project manager.
- Undertake research and resource gathering as required to support development of the D&I resource library.
- Work with various stakeholders, to build, maintain and promote effective working relationships.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Workforce Diversity & Inclusion Lead

Date Reviewed: January 2022

Updated: December 2021



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Good working knowledge of Diversity & Inclusion
	<ul style="list-style-type: none">• Knowledge and understanding of manual and electronic information collection, storage and retrieval techniques, including spread sheets
	<ul style="list-style-type: none">• Knowledge of project management methodology

Skills and Abilities:	<ul style="list-style-type: none">• Demonstrable skills in the creation and use of spreadsheets, word processing and presentation packages
	<ul style="list-style-type: none">• Good inter-personal skills, confidence in dealing with senior colleagues and external contacts.
	<ul style="list-style-type: none">• Excellent organisational skills and the ability to work to tight schedules and deadlines
	<ul style="list-style-type: none">• Ability to work as part of a team involved in multi-disciplinary reviews and project and develop and maintain constructive working relationships
	<ul style="list-style-type: none">• Ability to arrange, store and present information in a helpful and understandable format that facilitates the delivery of the organisation's values and goals
	<ul style="list-style-type: none">• Ability to undertake basic research
	<ul style="list-style-type: none">• To support in the field of diversity & inclusion
	<ul style="list-style-type: none">• Ability to work without close supervision
	<ul style="list-style-type: none">• Excellent IT and digital skills

Experience:	<ul style="list-style-type: none">• Previous experience of providing project support
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Educational:	<ul style="list-style-type: none">• Maths and English GCSE 4/C or above (or equivalent) or ability to complete Maths and English Functional Skills Level 2 as part of an apprenticeship
	<ul style="list-style-type: none">• Ability to complete Associate Project Manager Level 4 Apprenticeship Standard
	<ul style="list-style-type: none">• Must not have already completed the Associate Project Manager Level 4 Apprenticeship Standard or be otherwise ineligible to undertake it



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