

Job Description and Person Specification

Role: Project Support Officer (Capital)



Job Description

Job Title	Project Support Officer (Capital)
Grade	6
Service	Education Capital Strategy Team
Reports to	Education Capital Strategy Manager
Location	Friargate, Floor 9
Job Evaluation Code	P1415D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our 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:



About the Service your team will provide

Purpose of the role

Reporting to the Education Capital Strategy Manager to:

- Provide project and budget management support to assist in the review, management and coordination of the Education Capital Programme, to ensure that the Council's capital resources are used effectively and provide value for money;
- Co-ordinate the Council's response to a range of school organisational changes including academisation; and
- Contract manage the Caludon Castle PFI Project.

Main Duties & Key Accountabilities

Core Knowledge

1. Support the financial management of the service, including planning and managing appropriate budgets, monitoring to ensure that financial targets are met and that financial systems are operated within the requirements of the Council's policies, procedures and standing orders.
2. Support the preparation and submission, monitoring and management of specific programmes and grants eg Targeted Basic Need, School Access, Condition projects.
3. Ensure that project documentation is in place and updated on a regular basis i.e. project plans, risks logs, issue logs etc.
4. Capture, critically analyse and review data and information to assist in the development of the capital programme strategies in relation to capital investment and new models of delivery.
5. Work with the Early Years colleagues to assess applications for funding and ensuring accurate and timely reporting of capital spend.
6. Provide support in assessing and monitoring current and future capital funded projects under the LCVAP & DFC grant funded programmes.
7. Monitor all S106/CIL Agreements for new housing developments on the supply of places across the city ensuring that developer contributions are monitored against individual projects.

8. Manage strands of the annual DfE School Capacity Return (SCAP), as determined by the Manager, ensuring that the Council complies with the DfE quality assurance process and deadlines are met.
9. Co-ordinate a range of statutory processes and procedures involved in school organisation changes, including publication of notices, processing of consultations, liaison with Governing Bodies and legal services.
10. Co-ordinate the academy conversion process on behalf of the Council including liaison with schools, legal services, ICT and finance.
11. Lead on the contract management of the single school Caludon Castle Private Finance Initiative (PFI) Project.
12. Be responsible for the production of complex technical documents, reports, financial statements and presentations.
13. Manage and update all information databases and websites and fully scrutinise data held by the team to ensure that it is up to date and managed to allow for returns and bids to be made to the DfE and other funding organisations for capital investment.
14. Ensure that the current pupil projection system and reports are fit for purpose and provide an accurate view of current demographics, through review with the Information Team.
15. Review with the Corporate Property Information Team to ensure accuracy of sufficiency of places data and commission reviews to determine the over and under occupation of schools.
16. Undertake research projects where necessary to support the work of the team and Directorate and contribute to the development of the education capital programme.
17. Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Headteachers, Parents/Carers, Academy Trusts, Department for Education, Governors	Finance, Legal, Property, Project Delivery, SEND, Early Years

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	P1415D
Knowledge	
A sound knowledge and understanding of the legislation and guidance governing school organisation issues, the various types of governance arrangements for schools and the operation of educational trusts.	
An understanding of Local Authority Procurement Processes, particularly around capital expenditure and associated financial management systems	
Detailed practical and procedural knowledge of the operation of Private Finance contracts	
Political context and complex environment in which Local Government operates	
Knowledge and understanding of Project Management techniques and applications	
Knowledge of Equal Opportunities issues in the workplace	
Skills and Abilities	
High level communication skills, both verbal and written including the ability to produce, understand and interpret complex technical, financial and legal issues, accurate reports that present complex technical information clearly to individuals and groups.	
Good project planning and process management skills	
Able to maintain high standards and work to tight deadlines in pressure situations	
Effective interpersonal skills	
Ability to work effectively and flexibly as an individual and as part of a small team with minimum supervision, with the ability to plan and manage own workload.	
Well versed in the use of IT and able to utilise a wide variety of software packages such as Microsoft Office	
Able to work collaboratively and purposefully with partners in other departments of the Council and in partner organisations locally and nationally	
Ability to manage and monitor financial information at a project level ensuring prompt corrective action is taken as appropriate	
Ability to develop and sustain effective relationships with colleagues, Elected Members and other organisations	

Experience
Experience of managing and monitoring substantial, complex budgets to achieve the highest quality outcomes that meet service needs
Extensive experience of strategic planning and service delivery preferably within Local Government, with a demonstrable and proven record of achievement
Experience of successful change management
Working with people at all levels, for example, headteachers, elected members, professional advisors and members of the public
Understanding of contract management and the importance of commercial confidentiality
Qualifications
Educated to degree level, holder of an equivalent professional/ management qualification or relevant work experience, together with evidence of continuing personal development.
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created	March 2022	Date Reviewed	November 2022
---------------------	------------	----------------------	---------------