



## Job Description and Person Specification

### Digital Project Support Officer

Job Details	
Grade	GRD6
Service	Digital Delivery Service
Location	City Wide
Job Evaluation Code	P1415D

#### About Coventry City Council

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:

**Open and fair:** We are open, fair and transparent.

**Nurture and develop:** We encourage a culture where everyone is supported to do and be the best they can be.

**Engage and empower:** We engage with our residents and empower our employees to enable them to do the right thing.

**Create and innovate:** We embrace new ways of working to continuously improve the services we offer.

**Own and be accountable:** We work together to make the right decisions and deliver the best services for our residents.

**Value and respect:** We put diversity and inclusion at the heart of all we do.

#### Job Purpose

As a Project Support Officer, you will provide administrative and logistical support to projects within the Digital Workplace programme and other digital initiatives. You will assist in coordinating project activities and maintaining documentation. Your role is crucial in facilitating efficient project delivery and ensuring smooth communication among team members, contributing to overall project success.

#### Main Duties & Key Accountabilities

Supporting the Project Manager in project planning, resourcing and delivery co-ordination across the Digital Workplace programme and other digital initiatives.

Working with team members to ensure project activities are completed on time and to the required quality
Monitoring budgets, costs, spending and savings targets, reporting on progress and variances
Coordinating project meetings, preparing agendas, and documenting meeting minutes for distribution.
Undertaking data collection and data analysis, drawing conclusions and preparing summaries and presentations
Undertaking subject matter research, benchmarking, and process mapping to develop understanding of the current situation
Contributing to the identification and implementation of process improvements to enhance project efficiency.
Liaising with internal and external stakeholders to gather and disseminate project-related information as required.

Key Relationships	
External:	System and service providers, third sector organisations
Internal:	Colleagues and Managers across the Council

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>● carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; 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.</li> <li>● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.</li> <li>● any other duties and responsibilities within the range of the salary grade.</li> </ul>

Responsible for
Not applicable

## Person Specification

Requirements	
Knowledge	Have a good understanding of the processes and computer systems used by a local authority
Skills And Ability	Be able to communicate clearly and professionally with team members, stakeholders, and external organisations.
	Be proficient in basic research and benchmarking activities, and the use of Microsoft and other business system packages to extract, analyse and present data.
	Possess excellent organisational and time management skills and adaptability to prioritise tasks and meet deadlines in a dynamic environment.
	Have the ability to work collaboratively in a team and support the project in a wide range of tasks and resolve issues effectively.
	Possess excellent problem-solving skills and attention to detail to identify and address project related issues proactively.
Experience	Possess experience in supporting project delivery.
Qualification	Have a good standard of general education