


## GLPC Job Description

 <b>Brent</b>	<b>Job Title</b>	Project Support Officer – Active Wellbeing
	<b>Directorate</b>	Public Health
	<b>Department</b>	Service Reform and Strategy
	<b>Grade</b>	PO2
	<b>Reports to</b>	Head of Active Wellbeing (Leisure)
	<b>Staffing Responsibility</b>	None

### Job Purpose:

- To support organisational transformation and contribute to the successful delivery of efficiencies.
- To manage discrete change and transformation projects and support the delivery of large scale active wellbeing projects and programmes.
- To manage and work as part of multi-disciplinary and multiple project teams to deliver strategic transformation, a whole-system approach and to drive active wellbeing across the Council
- To deliver joined-up, evidence-based approach that prevention and reduces health inequalities for citizens across the borough
- To support the delivery of the Strategic Outcomes Planning Model (SOPM), to enable to pivot from leisure to active wellbeing
- To plan and implement projects and workstreams within the SOPM programme, including providing support for the rapid procurement of the leisure contract, advising the Programme Board and contributing to the development of strategies, project reports, consultations and evaluations.

### Principal Accountabilities and Responsibilities:

1. To lead and manage projects alongside external partners and act as part of programme team to deliver organisation-wide projects and programmes to support the delivery of the Council's strategic vision.
2. Design and deliver discrete change activities, including workshops, to support systems change and collaborative working
3. Prepare and manage project plans including tracking activity and producing update reports
4. Build and maintain relationships with colleagues and stakeholders at all levels, both internal and external
5. Prepare reports and presentations to corporate and programme boards
6. Provide project and coordination support for the rapid procurement of the leisure contract, ensuring activity is aligned with the SOPM programme and delivered to agreed standards, timescales and governance requirements.

7. Set up and maintain systems and processes to support the delivery of major projects and programmes
8. Create and deliver internal and external communications to increase organisation-wide engagement and promote corporate narratives
9. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council
10. To provide guidance and support to workstream leads on all SOPM issues to ensure clear understanding and the implications of decisions
11. Support the culture of effective change management to ensure that benefits are realised from investments in strategies, projects and programmes
12. Proactively design opportunities to engage and work with citizens and the Voluntary and Community Sector to drive service improvement and ensure service delivery is tailored to local needs
13. Support implementation of new strategies, systems and technologies, managing stakeholders to ensure targets, timescales and budgets are achieved, appropriate training is identified and specifications for documents created and maintained
14. Ensure that the council's overall vision, values and ethos are central to the requirements of the SOPM and service.
15. Support effective working relationships and act as an ambassador and advocate with external organisations.
16. Keep up to date with developments in the SOPM, service delivery and sector best practice to ensure the service performs effectively and to the highest standards.
17. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
18. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
19. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
20. Undertake any other duties commensurate with the general level of responsibility of this post.

<b>DBS Status</b>	Not required
<b>Politically Restricted</b>	No

## Person Specification

	<b>To be identified by:</b> Application Form(A) Test/assessment (T) Interview (I) <i>(Please indicate all that apply)</i>
<b>Qualifications and Professional Membership requirements:</b> <ul style="list-style-type: none"> <li>Experience in delivering projects in line with Prince2 and/or Agile project management methodology</li> </ul>	A/I
<b>Knowledge (please specify all essential criteria):</b> <ul style="list-style-type: none"> <li>Comprehensive understanding of current policy issues facing local government, particularly in relation to strategic transformation, service redesign, value for money and citizen/community involvement, the role and function of local government and of the political context and environment</li> <li>Knowledge of current and emergent Project Management methodologies and standards and their application within a change, transformation and redesign context</li> <li>Knowledge of strategic transformation, service redesign and service improvement models and good practice</li> </ul>	A/I  A/I  A/T/I
<b>Experience (please specify all essential criteria):</b> <ul style="list-style-type: none"> <li>Essential - Demonstrable experience of influencing and delivering projects for staff and citizens in a large complex organisation</li> <li>Essential - Experience of managing projects and of providing support for complex programmes and projects</li> <li>Experience of using systems and technologies to improve customer focused service delivery and modernise work processes</li> <li>Experience of working with a range of internal and external stakeholders at all levels</li> </ul>	A/T/I  A/T/I  A/T/I  A/T/I

<b>Skills and abilities (please specify all essential criteria):</b> <ul style="list-style-type: none"> <li>• Essential - Influential and persuasive communicator, with high level of written and verbal communication skills, engendering commitment across groups from all levels of the organisation to achieve objectives</li> <li>• Essential - Excellent organisational skills with the ability to manage and work across complex programmes or projects</li> <li>• Essential - Ability to research, analyse and interpret complex and diverse data to present robust options for improvement or change</li> <li>• Ability to share knowledge, skills and good practice within service areas to ensure continuous improvement and effective service delivery</li> <li>• Excellent project and change management skills</li> <li>• Excellent written communications skills and an ability to present complex information in an accessible way for a range of audiences</li> <li>• Excellent political awareness</li> </ul>	<p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/T/I</p> <p>A/I</p>
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<b>List desirable criteria:</b> <ul style="list-style-type: none"> <li>• Experience of leading projects in a local authority context</li> <li>• Agile Project Management qualification</li> </ul>	<p>A/I</p> <p>A/I</p>
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