

JOB DESCRIPTION

Transformation Project Officer (Career Grade)

Service area:	OD and Transformation
Reports to:	Head of OD and Transformation
Responsible for:	N/A
Location:	Leek or Buxton including Agile working. Attendance at training locations both virtually and in-person as delivered.
Work flexibly between various locations:	Yes
Grade:	Career Graded (AG4 to AG6) commencing at AG4 – £27,803 per annum increasing on successful completion of set criteria of the career grade:

<u>Grade</u>	<u>Qualification</u>	<u>Expected Tasks /Experience</u>
AG4	GCSEs 4-9 or A*- C including English and Maths/ BTEC National in a relevant field or equivalent.	To support and coordinate the delivery of small projects.
AG5	Prince 2 Foundation qualification.	To support and coordinate the delivery of medium projects.
AG6	Prince 2 Practitioner qualification.	To lead on the delivery of small and medium projects.

Salary Range:	AG4 (SCP 15-19), AG5 (SCP 20-24), AG6 (SCP 25-29).
Car driver:	Yes
Essential/casual:	Casual

JOB PURPOSE

- To assist the Head of OD and Transformation and Transformation Business Partners in supporting key transformation projects across the Alliance.
- As a career graded Transformation Project Officer responsibilities will increase incrementally through a combination of formal study, alongside self-study and practical on the job learning in line with the objective of the career grade for the role.

- To assist the Head of OD and Transformation/Transformation Business Partners in the coordination and implementation of the project management methodology.
- To undertake small /medium projects with the Alliance.
- Work collaboratively with the OD and Transformation Team to provide a seamless service to customers.
- To carry out any other duties as requested by the Head of OD and Transformation which are commensurate with the grading of the post.

JOB DUTIES

- To support the Transformation Business Partners in the coordination of the project management methodology.
- Specific project work as requested including IT related projects to embed new ways of working.
- Supporting the OD and Transformation team with process reviews and associated tasks including process redesign and service improvement.
- To participate in the rollout of new technology to support services to achieve the councils' digital agenda.
- Work collaboratively with the OD and Transformation Team to provide a seamless service to customers and to support all areas of service delivery.
- Engage in regular one-to-ones to review and support your progress with mentorship from the Head of OD and Transformation and Transformation Business Partners.
- To carry out any other duties as requested by the Head of OD and Transformation which are commensurate with the grading of the post.

CORPORATE RESPONSIBILITIES

- Promote, both Councils' Equalities and Diversity Schemes ensuring that all discrimination is eliminated and referring any instances of perceived discrimination to the appropriate Executive Director.
- Promote a safe and healthy working environment including taking responsibility for the health and safety of all staff, elected members, service users and other members of the public, in line with the Councils' Health and Safety at Work Policy.
- Promote and support the delivery of the Councils Climate Change actions plans, the response to the Councils' declarations of a climate emergency and the delivery of the Councils' biodiversity duty.
- Support the Councils' commitment to good environmental management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- Promote the principles of good customer care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and elected members.
- Work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- Promote and comply with both Council's policies and guidelines on Information Governance and the Data Protection Act.

- Consistently exhibit the behaviours required under the Alliance CHOICE values and code of conduct.
- Be committed to safeguarding and promoting the welfare of children and young people and vulnerable adults.
- Carry out election duties as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Office based with travel to Alliance locations / agile working (where applicable)
Resources Staff/Finance	Not applicable.
Physical	Working to planned priorities
DBS	No