
Police Staff
Project Support Adviser
Safeguarding
Role Definition:OO031 / 20346

ROLE DEFINITION

Dept / Area Command:	Safeguarding	Section:	Strategy & Innovation
Post Title:	Project Support Adviser	Post Reference:	OO031 / 20346
Post Grade:	Grade G	Location:	Balliol
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Business Analyst		
Staff Responsibilities:	Not Applicable		
Purpose:	Work in partnership with programme leads and project teams to develop and monitor project plans, including resource and risk management to effectively manage multiple projects deliverables, support transformation and achieve timely benefit realisation.		

Key Responsibilities:-

1. Operate a standard approach to programme management, capturing, analysing and documenting project information, ensuring change control, risk and issue management and planning to support effective delivery of projects.
2. Create project plans and establish project timeliness, liaising closely with project teams to understand tasks, progress, decisions, risks and opportunities in order to highlight slippage and track cross project dependencies and escalating where necessary.
3. Undertake process reviews and facilitate key meetings and improvement workshops to map and critically evaluate services, processes and the application of technology to improve service delivery.
4. Critically evaluate information gathered from multiple sources to support project deliverables, innovation bids, collaborative opportunities and post implementation reviews.

- 5. Perform role design and job evaluation making recommendations on organisational design to ensure solutions meet demand and the force has an equitable pay and reward system.**
- 6. Proactively engage with external agencies and stakeholders as appropriate in order to ensure that the Force remains at the forefront of improvement activity and benefits from key benchmarking information.**
- 7. Develop documents and supporting information including communications for all stakeholders to ensure effective communication and workforce engagement in achieving force improvement.**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.