



## PERSON SPECIFICATION

---

<b>Post Title:</b>	Programme & Project Coordinator
<b>Portfolio:</b>	Central
<b>Responsible to:</b>	Head of the Programme Management Office
<b>Responsible for:</b>	
<b>Grade:</b>	D

### Job Purpose

To improve the lives of all within our community and help the island thrive by the delivery of effective project functions. Working within the Programme Management Office (PMO) the Programme & project Coordinator will help ensure the successful delivery of SHG's projects and programmes

Given the importance of good project management, SHG is seeking to improve programme/project delivery within the public sector, and ensure good governance is at the heart of the decision making of the organisation. In this important role, the programme & Project Coordinator will be expected to work closely with all functions of the PMO, including contributing to planning and delivery of key projects, as well as work to improve overall project and programme capacity.

### Main Duties and Responsibilities

In the below Project, Project Manager and Project Management refers to both Projects and Programmes.

1. Perform general organisational functions related to the projects for the PMO, including: review and distribution of documentation, set-up meetings, prepare meeting minutes, follow-up on action items etc.
2. Maintain comprehensive, organised, and accurate project files.
3. Work closely with the Project Managers on the day-to-day project management, communication and coordination of projects.
4. Provide project administration for effective governance, including project reporting, project finance management, and other project management tools and templates.
5. Work with the Head of PMO and finance department to establish mechanisms and tools for capturing and presenting project finances.
6. Work closely with the Project Managers to prepare and administer procurement documents such as terms of reference.
7. Act as the interface between external Project Managers and the PMO. Assisting them with frontline queries on completion of templates and application of processes.
8. Be the driver for internal and external stakeholder engagement to ensure the needs and opportunities are being met by the project effectively. This will include preparation of stakeholder analysis and communications plans as well attendance at public consultations and other forums.



## PERSON SPECIFICATION

9. Work with the Project Management team to resolve any project related concerns from stakeholders including the preparation of Press Releases and Announcements
10. Have significant input and monitor the implementation of PMO and project related initiatives, at the planning, implementation and review stage.
11. Ensure the roll-out of development and training programme for capacity building in key project related skills and practices.
12. Provide guidance to support officers and supervise outputs on specific tasks. Assist with the induction & training of new support officers.
13. Work with Project Managers on analysing, evaluating, and managing risks and opportunities for the successful completion of projects.
14. Contribute to the ongoing continuous improvement of an efficient, and effective PMO. Develop and hone processes and ways of working where required.
15. Building awareness and understanding of Project Management processes within the wider system.
16. Advocate for the PMO approach to Project Management and strategy delivery throughout all areas of the Public Service.

### Special Conditions

Occasional out-of-hours working in order to ensure efficient/effective service delivery.

This is a new role and it will develop as the service develops; that will require the ability to be flexible and adaptable and able to work in uncertain or ambiguous conditions as the role develops.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

### Core Competency Framework

Competency	Level
<b>Professional Development:</b> Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status	iii
<b>Planning &amp; Delivery of Work:</b> Plans and organises work to meet individual, team and directorate/departmental objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance.	iii



## PERSON SPECIFICATION

Competency	Level
<b>Analysis and use of Information:</b> Outputs, including the evaluation of policies, projects and programmes are evidence based and decision making solutions are established by interpreting trends.	iii
<b>Decision Making:</b> Solves problems that have significant short-term implications for the directorate and assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than just symptoms and is evidence based and made in compliance with policy guidelines.	iii
<b>Working with Others:</b> Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.	iii
<b>Communication:</b> Ensure important messages are understood and written communications are well structured and have a clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs.	iii
<b>Influencing and Persuading:</b> Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs.	iii
<b>Dealing with Change:</b> Supports colleagues through periods of change by promoting goals or new initiatives, and new ways of doing things. Is responsive to constructive feedback and addresses obstacles to change.	iii
<b>Continuous Improvement:</b> Willing to learn and develop self and team in job role to work effectively.	ii
<b>Managing Resources:</b> Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.	ii



## PERSON SPECIFICATION

Criteria	Essential/ Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
GCSE's at Grade C or above in Mathematics and English	E	✓	
Level 3 qualification in a relevant subject/s	E	✓	
Foundation level qualification in Project Management such as APM PFQ or PRINCE 2 Foundation or willing to work toward	E	✓	
<b>Knowledge &amp; Experience:</b>			
Considerable experience in a similar high level position.	E	✓	✓
Understanding of project and programme management aspects – e.g. lifecycle, project proposals, procurement, stakeholder management.	E	✓	✓
Demonstrable knowledge of project processes, financial management principles, and procurement.	E	✓	✓
Confident in using ICT systems relevant to role, including Management Information Systems and MS Office	E	✓	✓
Experience of dealing with the public and other external stakeholders.	E	✓	✓
Experience of working with confidential and commercially sensitive information.	E	✓	✓
<b>Skills and Abilities:</b>			
Excellent verbal, written and presentation skills, including the ability to explain complex ideas and engage people	E	✓	✓
Demonstrable experience of good quality report writing and correspondence skills that demonstrate the ability to provide clear and coherent information	E	✓	✓
High level of interpersonal skills with the ability to engage with all levels of stakeholders	E	✓	✓
Excellent time management and planning and organisation skills	E	✓	✓
Able to work independently and using own initiative	E	✓	✓
<b>Other:</b>			
Willingness to work flexibly – some weekend and evening work may be required.	D		✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		✓



## ***PERSON SPECIFICATION***

---

### **Our Values**

#### **FAIRNESS**

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### **INTEGRITY**

We communicate openly and we are honest, accountable and ethical.

#### **TEAMWORK**

We work together and we support each other.