Be part of shaping Greater Birmingham’s future

Project Support Officers

£25,951 - £32,486

Baskerville House

Working 36.5 hours per week

Two year Fixed Term Contract

Our vision is to be a top global city region by 2030. We have the ambition. We have the opportunity. Now we need the right people to transform our aspirations into reality.

As a Project Support Officer, you will assist our Project Champions and take the lead on projects of your own, giving you a unique opportunity to develop your skills and your career in a high-profile environment.

If your ambition matches our ambition, you can find further details on our microsite http://joingbslep.co.uk/ or you can contact us direct via gbslep@birmingham.go.uk

To submit an application, please submit a CV and covering letter, which demonstrates how you meet the requirements of the job description and person specification, to applicationspri@birmingham.gov.uk

Informal enquiries to Roger Mendoca, Head of Delivery on 0121 303 8107.

Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP)
A Greater Birmingham for a Greater Britain

Ref: EC0932017

Closing Date: Monday 12th June 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Job Description

**JOB TITLE:** Project Support Officer

**GRADE:** GR4

**DIVISION:** Economy

**NO OF POSTS:** 2

**SECTION:** GBSLEP

**POST REQUIRES POLICE/CRIMINAL RECORDS BUREAU CLEARANCE:** No

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1. **Job Purpose**

   1.1 To ensure GBSLEP achieves the targets set out in the Strategic Economic Plan (SEP) by enabling the successful delivery of supporting capital projects.

2. **Duties & Responsibilities**

   2.1 Supporting projects through each of the GBSLEP Programme Management Stage Gateways

   2.2 Working with external project sponsors and LEP Executive Officers and Project Champions to develop projects to help deliver SEP objectives, supporting projects through strategic fit, outline and full business case appraisal

   2.3 Appraising projects in accordance with Green Book standards, whilst maintaining appropriate Chinese Walls with project promoters and LEP staff involved in promoting the project

   2.4 Working with the LEP Project Champions to support external sponsors secure funding for projects where the LEP is not providing financial support

   2.5 Advising Project Champions and the Programme Manager on the terms for the grant offer letter, including any commercial considerations such as clawback and gainshare.

   2.6 Working with the Project Champion to ensure approved projects progress as planned, and are governed appropriately, by providing challenge and support, collecting and interrogating monitoring data, representing GBSLEP on relevant Project Boards and managing project change requests as required

   2.7 Working with the Project Champion to ensure project completion and evaluation plans are triggered at the appropriate times and successfully completed, with lessons learned fed back across the programme

   2.8 Providing support to Project Champions as required
2.9 Performing such other duties as may reasonably be required from time to time, commensurate with the grade.

3. Supervision Received

3.1 Supervising Officer Job Title: GBSLEP Project Champion

Job No:

3.2 Level of Supervision

Plan own work to ensure the meeting of defined objectives.

4. Supervision Given (excludes those who are indirectly supervised i.e. through others).

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<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<td>May include supervision of staff depending on portfolio of projects to be delivered</td>
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5. Special Conditions
### Person Specification

**Job Title:** Project Support Officer  
**Grade:** GR4  
**Division:** GBSLEP  
**Section:** Programmes  
**Directorate:** Economy

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview; T = Test or Exercise; C = Certificate; P = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | 1. Educated to degree standard in a related discipline or equivalent, and / or membership of a relevant professional body | AF/C |
| **Experience**  
(Relevant work and other experience) | 1. Experience of project management, particularly complex major land and property, transport and skills development capital projects.  
2. Experience of working with multi-disciplinary external project teams and external consultants  
3. Practical experience of Green Book appraisals.  
4. Experience in rescheduling and reprioritising projects to ensure targets and deadlines are met within allocated budgets and in accordance with approved methodology, including formal change management procedures.  
5. A good understanding of the economic development landscape associated with the GBSLEP and its partners | AF/I  
I  
AF/I  
AF/I  
I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | 1. Good interpersonal, presentational and negotiation skills  
2. Ability to manage own workload, including handling competing priorities and meeting deadlines  
3. Ability to process, analyse and act on performance information in a prompt and efficient manner  
4. Ability to prepare and present clear, informed written and verbal reports to a wide range of audiences  
5. Ability to integrate well into multi-disciplined internal and external partnership-based teams and to motivate project teams and resource groups  
6. Ability to use IT based project management systems | I/P  
T  
T  
AF/T/P  
AF/I  
AF |
7. Willingness and ability to develop and learn the skills required to become a Project Champion

An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016**

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<tr>
<td><strong>Training</strong></td>
<td>Demonstrate commitment to personal development, with an interest in project management</td>
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<th>Other</th>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.