

## NOT PROTECTIVELY MARKED

### **JOB DESCRIPTION**

<b><u>Job Title</u></b>	Programmes and Performance Administrator
<b><u>Reports to</u></b>	Programme and Performance Data Analyst
<b><u>Reporting staff</u></b>	None

### **Job Purpose**

To undertake a range of clerical and administrative duties to support the Performance and Programmes team. Ensuring the Service is delivering and providing assurance against effective, efficient, and robust governance arrangements for all projects and strategic planning activities across the whole organisation

Support with the coordination of the programme register, collating information and escalating where necessary

Assist with the administration of internal and external performance reporting to ensure these are completed within timeframes and within DWFRS house style

Provide project methodology support to project leads within the concept, definition, deployment and transition stages

To coordinate the Business Case process, providing advice to business case authors

### **Generic Responsibilities/Job Family**

#### **Admin Support**

To provide a wide range of support which may include taking notes for meetings, diary/travel arrangements, word processing, document production, distribution of information and maintenance of project records

To act as point of contact for the function and provide appropriate and timely information, guidance and/or support.

To undertake administrative tasks relating to a specific function or department

To maintain and interrogate data systems, ensuring the safekeeping for all data

Follow processes and ensure that advice is provided to senior managers in regard to development of their project, business case or performance reporting

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<b><u>Specific Responsibilities</u></b>	
<b>1</b>	Provide administration and coordination assistance as directed for internal and external performance reporting and programmes
<b>2</b>	Maintain and coordinate the project register ensuring it captures a clear understanding of the projects and business cases across the Service
<b>3</b>	Support with the evaluation process for projects, ensuring that these are scheduled, key points recorded and monitored to completion
<b>4</b>	Provide support in the arrangements and delivery of Sycle performance reporting, training and project management
<b>5</b>	Register new projects and business case requests and provide documentation and support for their completion, to ensure they process efficiently. Complete appropriate checks on templates and supporting documents and plan in approval points
<b>6</b>	Monitor the governance and records ensuring that Sycle reporting is completed as expected and deliver reviews to ensure quality and timeliness of updates
<b>7</b>	Co-ordinate diaries to support and schedule meetings, preparing for these, which includes the creation of agendas, attending required meetings and capturing all key decisions, actions and notes, monitoring these to ensure completion
<b>8</b>	Complete quality assurance checks of publications, documents, reports and presentations, providing full attention to detail, resolving formatting, spelling and grammar issues to ensure professionalism
<b>9</b>	Liaise with the Executive Support Team and Democratic Services to ensure that reports are prepared in a timely manner for meetings in relation to projects and performance reporting. Co-ordinating their delivery to ensure correct templates are used and fully completed
<b>10</b>	Provide support on the use of Sycle and support with the resolution of issues
<b>11</b>	Compile the strategic and performance corporate calendar dates, liaising with teams required to ensure they are fully informed
<b>12</b>	Provide administration support to the Programmes, Performance and Strategic Planning team as required