

Job description

Job title:	Transformation Project Officer
Grade:	Grade 10
Job evaluation reference:	BA6100
Job family:	Business, Policy and Administration

Purpose and impact

1. To support the development and delivery of projects in accordance with the aims of the Dorset Council's Transformation plan.
2. To coordinate projects and programmes across the portfolio to ensure consistency, maintenance of standards, effective communication of the work on behalf of the Transformation Office.

Key responsibilities

3. Work with project managers within a multi-disciplinary team to support the planning and delivery of medium to large project/s across the project lifecycle from project initiation to project closure.
4. Support the preparation and dissemination of project information, reports and presentations for a range of audiences and for publication as required.
5. Maintain the security and integrity of data sets, with due regard to relevant legislation.
6. Collate and analyse research and information, interpret the findings and share them with others in a clear and meaningful way.
7. Support the co-ordination of work of project multi-disciplinary teams and to supervise on a day-to-day basis the work of any project team colleagues, working within the project/s as required.
8. Maintain portfolio, programme and project control logs and chase progress of outstanding items.
9. Organise, facilitate and participate in project meetings and boards, working groups, other meetings and workshops.
10. Gather evidence to demonstrate the achievement of project objectives.
11. Prepare agendas, reports and data for the project team, programme board and other governance meetings.
12. Demonstrate confident ICT skills and enable the development of others in the use of a variety of programmes including Excel, PowerPoint, Project for the Web, Visio, Miro, and SharePoint.
13. Develop and maintain templates, guidance, and process documents.
14. Ensure all project information and documentation is created and maintained according to internal team requirements, standards, and legislation.
15. Liaise, communicate and negotiate with project partners and stakeholders as required throughout the project lifecycle.
16. Promote the project as agreed with project manager, communications team and other members of the multi-disciplinary team.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



Supervision and management

Reporting to: Transformation Manager or Programme Manager or Delivery Lead
Responsibility for: No direct supervision but the post holder will operate within a matrix management environment and must be able to work closely with colleagues at all levels of the organisation.

Other factors

17. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safeguarding of data and record systems both manual and computerised.
18. Responsible for monitoring project/programme budgets as needed.
19. Office based post with travelling required to deliver services and attend meetings and conferences locally, regionally, and nationally as appropriate to the level and post.
20. Conflicting demands and tight deadlines are a feature of this post.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Degree level qualification or equivalent in a relevant subject area	Application form
2. Relevant professional qualification eg APM PFQ, Level 3 Business Administration or relevant experience of working at this level	Application form
Experience	
3. Experience within a project management environment with a track record of supporting successful project working and delivery	Application form
4. Experience of managing or supervising staff	Application form
5. Experience of maintaining project documentation and using digital tools for project tracking	
6. Proven experience of researching and producing documents and reports to a high-quality standard	Application form
7. Previous experience of working in a large organisation or local authority	Application form
Knowledge	
8. Good understanding of policy, legislation, and developments in the field of portfolio delivery and project management.	Application form Interview Assessment
9. Knowledge of the main concepts relating to area of work relevant to delivery of a transformation office	Application form Interview Assessment
10. Good understanding of the work of local authorities	Application form Interview Assessment
11. Good understanding of project management principles	Application form Interview Assessment
12. Knowledge of a range of ICT systems, including Word, Excel, Project, Visio/Miro and SharePoint	Application form Interview Assessment
Skills and abilities	
13. Ability to manage, motivate and co-ordinate workload of others	Interview Assessment
14. Project management skills	Interview Assessment
15. Ability to build and sustain good working relationships with people at all levels, both internal and external	Interview Assessment
16. Excellent oral and written communication skills, including report writing and presentation skills	Interview Assessment



17. Good negotiation skills with the ability to think creatively and problem solve effectively	Interview Assessment
18. Ability to present timely information in a user-friendly and understandable format to all levels	Interview Assessment
19. Ability to build up a good working knowledge of policy, legislation and developments in the field of work relevant to the function	Interview Assessment
20. Ability to work with minimum supervision, to use initiative, prioritise and complete work under pressure	Interview Assessment
21. High level of ICT skills including excellent knowledge of Word, Excel, Project, Visio/Miro and SharePoint	Interview Assessment
22. Able to demonstrate tact and sensitivity when dealing with customers and to handle difficult situations	Interview Assessment
Our values	
23. Respect	Interview Assessment
24. Together	Interview Assessment
25. Accountability	Interview Assessment
26. Openness	Interview Assessment
27. Curiosity	Interview Assessment
Other	
28. Able to be flexible with an adaptable approach to work and conflicting demands and deadlines	Interview Assessment
29. Able to undertake training as required	Interview Assessment
30. Able to fulfil the travel requirements of the post and work in the office when required	Application form
31. Committed to the delivery of outputs on time.	Interview Assessment

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training, or registrations	Assessed through:
32. Project Management Qualification e.g. PRINCE 2	Application form
33. ECDL or equivalent IT qualification	Application form
34. Professional qualification relevant to the function	Application form
Experience	
35. Previous relevant experience in a similar function	Application form
Knowledge	
36. Understanding of budgetary management.	Application form Interview Assessment
37. Previous experience in stakeholder management	Application form Interview



	Assessment
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Job description approval

Title	Corporate Director for Transformation, Customer and Cultural Services	Date	July 2025
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