

Job description

Job title:	Transformation Project Support Officer
Grade:	Grade 8
Job evaluation reference:	BA6101
Job family:	Business, Policy and Administration

Purpose and impact

1. To support and co-ordinate the operation of the Transformation Office in developing and delivering Dorset Council's change and transformation plan.

Key responsibilities

2. Support the Transformation Office to manage strategic information and data of programmes, produce management information and reports.
3. Maintain the security and integrity of datasets, with due regard to relevant legislation.
4. Work with directors, councillors and external stakeholders with regards to running of board meetings and other governance meetings.
5. Work with Delivery Leads, Project Managers and Support Officers to ensure they provide all data required by the Transformation Office on time.
6. Prepare and disseminate reports, agendas, papers, actions logs and other information for Transformation Board or programme board meetings, stakeholder meetings and other workshops or governance meetings.
7. Track actions and documents required by the Transformation Office including budget, supplier, employee and general office information. Influence people to complete their actions and provide relevant information as required by the Transformation Office.
8. Communicate and work with external suppliers and internal colleagues to co-ordinate budgets, contracts, and other information.
9. To organise, facilitate and participate in working groups, meetings and seminars.
10. To work with project and programme colleagues, partners and stakeholders as required.
11. Develop and maintain templates, guidance and process documents.
12. To promote the Transformation Office as agreed with the Head of Service and Transformation Manager.
13. Carry out tasks required to facilitate the smooth running of the Transformation Office.
14. Provide visibility of the work of the team to the organisation, working in an open and transparent way, creating a culture of sharing and reflective learning ensuring continuous improvement.



15. Any other lesser or comparable duties as required.

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: Senior Project Manager or Programme Manager

Responsibility for: No direct supervision or line management responsibility but must be able to work closely with colleagues at all levels of the organisation.

Other factors

16. To manage IT equipment, Sharepoint and Project for the Web for self and other colleagues as required.
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 project budget information as agreed with the Head of Service and Transformation Manager.
19. This is a hybrid role aligned to the needs of the service and specific project requirements. At times will be required to travel to attend meetings.
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. Possess a qualification commensurate with the National Qualification Framework Level 3. Qualification in project or programme management, e.g. Prince 2 Foundation or equivalent, or knowledge developed on the job.	Application form
Experience	
2. Experience of using and devising a range of project management methodologies and documentation in a large organisation	Application form
3. Experience of supporting programmes and projects, working with programme and project managers across a range of services and levels of seniority	Application form
4. Experience of dealing directly, with credibility and confidence, with directors, councillors and senior internal and external stakeholders	Application form
Knowledge	
5. A good understanding of policy, legislation and developments in the field of work relevant to the function)	Application form Interview Assessment
6. Knowledge of the main concepts relating to area of work	Application form Interview Assessment
Skills and abilities	
7. Able to deal confidently with senior colleagues and external partners, councillors and directors	Interview Assessment
8. ICT literate particularly in the use of Word, Excel, MS Project, Powerpoint and Sharepoint. Able to create and develop templates, reports, graphs, dashboards to show highlights, trends, and other data for Board level reports, interpreting evolving requirements from stakeholders accurately and timely.	Interview Assessment
9. Excellent skills with report writing, ICT data management and collaboration tools eg Microsoft 365 and Sharepoint. Train others to use these tools for consistent high-quality management of programme information and artefacts.	Interview Assessment
10. Ability to build and sustain good working relationships with colleagues across different directorates and at different levels including Councillors and directors, able to influence people	Interview Assessment
11. Effective communicator who can operate at a broad range of levels	Interview Assessment
12. Ability and willingness to motivate others	Interview Assessment



13. Committed to achieving the required results in a constantly changing environment	Interview Assessment
14. Able to respond to changing priorities and demands within the Programme Management Office, including working to deadlines and conflicting demands from senior officers, keeping Transformation Office processes up to date and ensuring people know and adhere to this	Interview Assessment
15. Enthusiastic and proactive	Interview Assessment
16. Flexible team member	Interview Assessment
Our values	
17. Respect	Interview Assessment
18. Together	Interview Assessment
19. Accountability	Interview Assessment
20. Openness	Interview Assessment
21. Curiosity	Interview Assessment
Other	
22. Ability to fulfil the travel requirements of the post	Application form
23. Committed to the delivery of outputs on time	Application form

Approval

Manager's job title: Head of Transformation and Design
 Date: April 2025

