# Hosting Proforma

Mid and East Antrim Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Mr Richard Cromie

Name

Organisation/

Human Resources and Organisation Development

Department

Ardeevin

80 Galgorm Road

Ballymena

BT42 1AB

Address

Telephone Fax number

N/A

028 2563 3147

Number

Richard.cromie@midandeastantrim.gov.uk

E-mail

Type of Opportunity

Secondment – Major Projects **Project Support Officer**

**2. Details of hosting opportunity**

Description of opportunity

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| **MAIN PURPOSE OF THE JOB**  The Project Support Officer will play a key role in assisting the Major Projects Team deliver large scale strategic capital projects for Mid and East Antrim Borough Council. The team will manage a number of projects including Belfast Region City Deal and the regeneration of St Patrick’s Barracks.  The Project Support Officer will be involved in all stages of project development from the business case stage, through concept to detailed design and on site delivery. They will be required to provide professional support, advice and make recommendations to the Major Projects Team and carry out all the functions associated with successful programme delivery. |

Main objectives of the opportunity

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| **MAIN DUTIES AND RESPONSIBILITIES**   1. Service Delivery    1. Support the Major Projects Managers and Programme Manager in assisting and delivering Major Projects from inception to completion.    2. Assist with the preparation of procurement documentation for a range of consultants and contractors;    3. Coordinate with a range of consultants and contractors obtaining up to date project information i.e. drawings, specifications, cash flow forecasts;    4. Assess project information received from consultants and contractors ensuring that it meets Council requirement such as reviewing architectural design information against the client brief;    5. Track project deliverables against programme and budget, producing accurate project status reports for the Major Projects Team and external stakeholders i.e. Third Party Funders, Government Departments and other Local Authorities if required;    6. Assist the Major Projects Manager during the construction phase of projects by undertaking site inspections and attending technical meetings if required;    7. Coordinate and liaise with a range of local and central government agencies on behalf of the Major Projects team    8. Organise meetings involving a range of project stakeholders including issuing agenda’s, attending meetings and accurately recording minutes;    9. Ensure meeting rooms or conference facilities are booked for the completion of scheduled meetings with the appropriate equipment as required;    10. Organise events such as public consultations and stakeholder engagements;    11. Update project documents including programmes, risk registers, financial reports;    12. Responsible for diary management and scheduling appointments for Manager including screening telephone calls, enquiries and requests, handling them when appropriate. Dealing with correspondence, writing letters and producing documents.    13. Administration of invoices to include raising purchase orders, coding and payment in accordance with agreed timescales and Council procedures;    14. Create and maintain an effective filing system for project information including digital and hard copy information;    15. Liaise with other Council departments both verbally and in writing e.g. Finance, in a competent and professional manner to assist in the delivery of Major Projects Programme;    16. Liaise with other disciplines, outside agencies and departments in a competent and professional manner;    17. Provision of a general administration service to the department, including word processing, maintenance of spreadsheets and databases, photocopying and scanning, localised filing systems and dealing with general enquiries from the public. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Applicants must:   * have a minimum of a third level qualification   **AND**  Be able to demonstrate, by providing personal and specific examples, that they have **one years’** experience to include:   * Assisting with the delivery of capital projects; * Working as part of a team delivering capital projects; * Production of information in support of project delivery; * Working with range of stakeholders to ensure successful project outcomes.   OR, for candidates who do not meet the qualification requirements as outline above:  Be able to demonstrate, by providing personal and specific examples, that they have 3 years’ experience to include:   * Assisting with the delivery of capital projects; * Working as part of a team delivering capital projects; * Production of information in support of project delivery; * Working with range of stakeholders to ensure successful project outcomes. * Knowledge of the key stages of capital project delivery.   These competencies are the top 6 competencies the Local Government Competency Framework[[1]](#endnote-1) which have been identified and prioritised for effective performance in this role.   1. **How we Provide Leadership and Direction:**    1. **Managing Performance –** Sets clear, aligned, high standard performance goals & objectives for self, others and the organisation. 2. **How we manage ourselves**   **2.1 Managing Our Own Work –** Plans, structures and prioritises own work to achieve optimum results  **2.3 Communicating with Impact –** Presents a positive image by communicating effectively, being resilient and treating people fairly   1. **How we work with others**   **3.3 Meeting Customer Needs** - Establishes the needs of customers and strives to ensure that these are met.   1. **How we move forward**   **4.1** **Problem Solving and Decision Making –** Gathers information from a range of sources. Analyses information to identify problems and issues. Makes effective decisions and recommendations based on resolution agreement within an environment of trust, mutual respect and co-operation  **4.3** **Achieving Results –** Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results |

**4. Personnel: Please state below**

Who will the individual report to?

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| Major Projects Programme Manager |

Who will be the individual’s line manager and/or reporting officer?

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| Major Projects Programme Manager |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| **Benefit to Individual employee**  An opportunity to develop good interpersonal and business relationships whilst sharing and enhancing the individual’s skills. The individual will gain valuable career development opportunities, building networks in a new sector and gaining experience within a dynamic and fast paced organisation.  **Benefit to individuals employer**  Employee will enhance skills and will build new interpersonal and business relationships that will ultimately be of benefit to the employer in the future.  **Mid and East Antrim Borough Council** will benefit from different perspectives and experiences from another organisation with a view to sharing and collaborating in the future. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: As soon as a suitable candidate is identified and a release date agreed.  **Salary:** SO2 - SCP 28 – 30 (£34,723 - £36,298)  **Working hours:** 37 hours per week. A flexi-time system is in operation. Successful candidates will be required to work 37 hours a week, Monday to Friday. Given the nature of their duties the post holder will be expected to work outside these hours at weekends, evenings and public holidays if dictated by the needs of the service.  **Duration**: This is a temporary post until 31 March 2026.  **Location**: Based at one of the council locations within the borough which can be agreed with the applicant and will be subject to the Council’s agile working policy.  **Resources**: Appointees must have access to a form of transport which will enable them to meet the requirements of the post in full.  **Funding**: These posts will be fully funded by Mid and East Antrim Borough Council.  **Further information**: Please contact Denise Stevenson at: [denise.stevenson@midandeastantrim.gov.uk](mailto:denise.stevenson@midandeastantrim.gov.uk)  Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview  **Closing Date: Applications must be submitted by 12 May 2023 to:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For employees from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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**Signed:**

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| **18/04/2023** |

**Date:**

1. Full details of the Local Government Competency Framework can be found at the following link:

   <http://www.lgsc.org.uk/fs/doc/Competency%20Framework%20for%20Local%20Government.pdf> [↑](#endnote-ref-1)