

JOB DESCRIPTION

JOB TITLE:	Project Support Officer
MANAGED BY:	Senior Project Manager
GRADE:	7

ROLE OVERVIEW

The West of England Combined Authority is seeking to appoint a Project Support Officer to join the Transport team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player as we create West of England Sustainable Transport. We are delivering on major transport improvements for people in the, changing how people travel, making journeys affordable, reliable, enjoyable, and safe. Come and help shape the future of a region so many people are proud to call home.

THE ROLE

Reporting into the Senior Project Manager, the Project Support Officer will be responsible for supporting the work to deliver the Mass Transit Programme for the West of England Combined Authority.

The Project Support Officer will provide support for processes and activities across the full range of project delivery needs. The role will be heavily involved in the day to day running of individual projects and workstreams.

This is an excellent role for anyone looking to start a career in project management or for anyone experienced in project administration. You will be working within an established team of highly experienced professionals so there are excellent opportunities for being mentored on the job.

KEY RESPONSIBILITIES

The role will encompass a range of responsibilities in an innovative and often fast-paced environment, flexing and adapting with the needs of the Transport directorate.

The core responsibility is to support the Mass Transit programme, to effectively establish, plan, monitor and control project delivery, with activities typically including:

- Ownership of specified programme and project processes such as raising purchase orders, tracking items through the decision pathway and commercial gateways
- Manage Mass Transit mailbox and management of meetings via Project Calendar
- Document Control and Data management in Windows, Sharepoint and Teams
- Supporting compliance with WECA quality assurance requirements
- Attending various board and project meetings and recording minutes and notes
- Organisation, planning and support to Mass Transit workshops with internal and external stakeholders
- Maintaining programme and project trackers, ensuring they are updated weekly
- Preparation of project reports including status reports, RAID logs and project dashboards, tracking and analysis of spend and budgetary information
- Support with Stakeholder Engagement activities across the programme

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level in relevant academic subject / or have relevant practical experience.
- Excellent IT skills including Sharepoint, Teams, Outlook, Word, Excel, PowerPoint

Experience

- Working in a project support role for a range of projects and/or programmes
- Demonstrable information management skills
- Developing documents and presentations in a range of styles and formats
- Set up and management of meeting events, including virtual setup, liaison with venues, logistics, distributing invites, tracking responses and attendance
- Meeting support including note taking and preparation of minutes

ESSENTIAL (MUST HAVE)

Skills and Competencies

- High standard of written and spoken communication with the ability to create clear, concise and well presented reporting in a range of formats
- High standard of numerical skills and the ability to present numerical information in clear, concise report formats
- Self-motivated, capable of planning and prioritising own workload to meet deadlines
- Flexible and agile with the ability to respond at pace to competing demands
- Able to work as part of a team and build relationships with colleagues in partner organisations, with a focus on excellent customer service
- An enthusiasm for collaboration and continuous improvement
- An enthusiasm for personal and professional development
- Experience of using Microsoft Packages such as Powerpoint, Excel, Word, Teams and Outlook

DESIRABLE

Qualifications and Knowledge

- Candidates would benefit from having a familiarity with project management fundamentals, particularly in a client environment
- Familiarity with public sector working
- Experience of using Microsoft packages such as MS Project and MS Visio
- Experience of using finance systems such as agresso or similar

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We are based in a bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We also offer flexible and hybrid working options.

As an equal opportunities' employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.