

JOB DESCRIPTION

Job Title: **Project and Policy Officer**

Responsible to: HR Director

Main Purpose: To provide administrative, technical and project management support to the Group HR Director (HRD) in managing the overall 'Shared Services' project for Eastern Colleges Group. In addition coordinate the policy and procedure library for West Suffolk College and Suffolk Academies Trust.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Regularly meet with Group HRD and Key Stakeholders / Service Leads to review project progress and arrange meetings with Project Team / Key Stakeholder/Service Leads, when required.
- Provide full KPI reporting and data / updates in relation to the Shared Services project, including risks, issues, key milestones and actions.
- Responsible for maintaining project documentation which track project progress and filing project documents appropriately. Ensure that all documentation is accurate and has been signed off by the Group HRD.
- Identify any potential risks or issues that could impact the progression of the project and escalate these appropriately and in a timely manner. Ability to source or identify solutions is also key.
- Monitoring deadlines for each task, regularly ensuring check-ins with Key Stakeholders/Service Leads and report any potential delays to the Group HRD.
- Coordinate the policies and procedures library creating a review schedule to endure compliance.
- Work with line managers to ensure planning cycle of policy review is adhered to.
- Comply with WSC H&S procedures, including emergency procedures
- Comply WSC data protection (GDPR) policies and procedures
- Comply with WSC safeguarding policy and procedures

- Be required to carry out such reasonable additional duties as may from time to time be determined by the Group HRD

Person Specification

| <u>Essential</u> | <u>Desirable</u> | <u>Evidence</u> |
|---|--|--|
| <p><u>Qualification:</u></p> <p>GSCE English and Maths or equivalent</p> <p><u>Knowledge/Skills</u></p> <p>MS applications (Visio, excel, Powerpoint, word)</p> <p>Ability to analysis and report information</p> <p><u>Experience:</u></p> <p>Writing and implementing project plans</p> <p>Working with policies and procedures</p> <p>Report writing</p> <p>Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines</p> <p><u>Personal Qualities:</u></p> <p>Strong attention to detail</p> <p>Ability to maintain an enthusiastic approach to work</p> <p>Abillity to lead project teams</p> <p>Ability to work effectively as a team member and independently.</p> | <p><u>Qualification:</u></p> <p>Degree qualification Prince 2 planning</p> <p><u>Knowledge/Skills:</u></p> <p>Experience working with MS Project</p> <p><u>Experience:</u></p> <p>Previous experience of writing or contributing toward policies and procedures</p> <p><u>Personal Qualities:</u></p> <p>Coaching experience</p> <p>Ability to ensure senior colleagues work within strict project deadlines</p> | <p>I, A,</p> <p>P, A, I,T,</p> <p>A, I,</p> <p>A, I,</p> |

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Hours: 37 hours per week. Working hours will be agreed with the successful candidate.
2. Holidays – pro-rata of 24 days per annum plus public holidays - rising to 29 days on completion of five years service.
3. New appointments to the College are subject to a twelve month probationary period.
4. Contributory pension with the Local Government Pension Scheme run by Suffolk County Council.
5. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
6. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.