**ROLE PROFILE**

**Level 4 Transformation and Reform Project Management Apprenticeship**

**About the Council:**

As a co-operative council, Oldham is committed to developing a future where citizens, partners and staff work together to improve the borough and create a confident and ambitious place.

A co-operative council aims to support everybody doing their bit and everybody benefitting. This means we work in a way which helps to empower residents to take greater control of their own lives but also gets the maximum benefit from the resources that are available to the community and public sector. We work in ways which are ethical, fair and deliver good social value as well as value-for-money. Residents are able to work in collaboration to design and even help deliver services.

**Purpose of Apprenticeship:**

The Transformation and Reform Service provides Programme and Project Management, alongside Business Analyst support, to Change Programmes throughout the Council

The main purpose of the apprenticeship is to support the Council’s Change Programmes through working alongside the Programme and Project Managers and Business Analysts.

The role will also assist to provide effective general administrative and business support and excellent service delivery.

**What will I be doing?**

Under the guidance of the Project Manager, the role will shadow and support the Transformation and Reform team with the delivery of key transformation activities. This will be done through:

* Assisting with investigatory work and research to contribute to the development of business cases/Project Briefs
* Supporting with the production and updating of all project related documentation
* Researching and collating information and contributing to briefings, presentations, and other materials to support internal stakeholders
* Interpreting and reporting on complex data to support the delivery of projects
* Supporting project governance activities
* Supporting the evaluation of the progress of a project and suggesting the amendment of timelines as appropriate.
* Preparing agendas, requesting agenda items, taking action points and updating/ monitoring action logs, chasing follow up actions where appropriate.

**To work in accordance with:**

* Relevant Quality Standards
* Council’s policies and codes of practice, including equalities and diversity, customer care, code of conduct, health and safety and data protection

**Learning Objectives:**

* Undertake continuous professional development as guided by the Project Manager
* Willingness to learn and keep up to date with business intelligence practice and actively support the sharing of information
* Willing to complete a relevant NVQ Level 4 in Project Management.

**Requirements for the Apprenticeship:**

**Qualifications / knowledge:**

* Sufficient literacy and numeracy to undertake the tasks and duties of the role

**Experience:**

* Experience of using Microsoft Office software; including Word, Excel, PowerPoint and Outlook
* Experience of completing tasks to deadlines
* Experience of researching and collating information
* Experience of analysing data to identify patterns and trends

**Skills & Abilities:**

* Ability to communicate effectively with a range of audiences by email, face to face, and over the telephone
* Ability to develop and maintain effective working relationships with a wide range of people at different levels
* Ability to work effectively as part of a team
* Ability to plan own work and prioritise to meet deadlines
* Ability to use own initiative to solve problems
* Ability to undertake administrative tasks
* Ability to deliver a polite, courteous and efficient service to colleagues, partners and service users
* Ability to interpret information/situations to make recommendations

**Who will I be working with?**

The Apprenticeship may involve contact with:

* Colleagues within the Council
* Internal or external stakeholders

**Work Circumstances:**

* Willingness to work flexibly to meet the needs of the Service
* Ability to be punctual and have regular and reliable attendance at work.

As part of the recruitment process, candidates will have to show certificates of examination, demonstrate their match to the requirements through application form, answer questions at an interview and undertake a test as part of the selection process

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|  Relationship To Other Posts In The Directorate:Responsible to: Line ManagerResponsible for: None |

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|  | DATE | NAME | POST TITLE |
| Prepared | 08/09/2020 | Adelle Hart | Project Manager |
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