



**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:** |  | Project Support Officer Scale 6 |
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| **Service Area:** |  | Communities |
|  |  |  |
| **Directorate:** |  | Services to People - Childrens |
|  |  |  |
| **Salary Grade:** |  | Scale 6 |

**About the Job**

**Main Purpose of the Job**

The main purpose of this job is to work closely with the HAF Project Delivery Team to support them with the development and smooth running of the Holiday Activities and Food (HAF) programme funded by the Department for Education.

This is a new role and is an opportunity to develop clear processes to embed a seamless process between Stockport Council and key partners and organisation.

The job will involve the preparation of the ‘call for bids’ to obtain the bid offers from key organisations. The process will involve data collection, identifying and prioritising need in the areas where provision is needed and negotiating on the proposed offers.

Working to clear timescales you will ensure that all the relevant data is collated and present at the relevant management meetings for the appropriate sign off.

You will ensure that all statutory paperwork is collated from organisation prior to activities commencing and that contracts have been produced and signed off, before making payments in a timely manner.

Following the delivery of the HAF programme, during each of the School holidays, you will be responsible for collating and analysing the data submitted from the organisations to allow for submission back to the Department for education.

**Key Responsibilities**

* You will work collaboratively with colleagues within the Council, health professionals, leisure providers, education establishments and the voluntary sector to deliver the project.

* Using innovative ideas and various communication methods to reach the target audience to improve the health of children and families.
* You will be working to tight timescales to meet deadlines for submission of key information to the Department of Education and to ensure internal milestones are met.
* Reviewing information received from HAF provision around attendance and feedback to ensure that payments are made correctly and any issues are addressed, so great attention to detail is needed.
* The role will build long lasting and positive relationships with local partners that will last beyond the timescale for the project
* Ensuring that payments are made to organisations delivering HAF provision in a timely manner, so as not to cause delay to the running of these vital activities.
* To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
* To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

**Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

* Working to the Council’s values and behaviours by:
* Keeping the people of **Stockport** at the heart of what we do
* Succeeding as a **team**, collaborating with colleagues and partners
* Driving things forward with **ambition**, creativity and confidence
* Showing value and **respect** to our colleagues, partners and customer
* Experience of supporting projects and/or a workloads, achieving objectives to time and quality
* Knowledge and understanding of a work area or specialised skill
* Experience of supporting projects and processes within political and sensitive environments.
* Experience of working flexibly across teams to implement change or delivery of key projects.
* Experience of analysing data and information to inform solutions.
* Experience of supervising or supporting teams to achieve their goals.
* Experience of providing value for money and high quality services in a customer focused environment.
* Effective interpersonal skills working with colleagues to achieve positive outcomes.
* Effective operational management, negotiating and influencing skills.
* Experience of working in a local government, public sector or similar environment.
* Effective organisational skills and knowledge of project management techniques.
* Analytical skills with the ability to interpret information and identify inaccuracies.
* Effective oral and written communication skills with a confident presentational style
* Demonstrable numeracy, literacy and ICT skills at Level 2 (GCSE) or above, or a willingness to undertake development in this area as appropriate