

Job Title:	Project Support Officer		
Department:	Public Works Department (PWD)	Section:	Admin & Planning
Reports to:	Director of Public Works		
Grade:	Falkland Islands Government Grade – G1/F/E1	Job Code:	351PS1
Overall Purpose of the Role			
<p>The Project Support Officer plays a key role in supporting the planning, monitoring, implementation and management of programmes and initiatives that align with PWD’s strategic corporate plan and the capital projects of FIG. This role also provides essential support to the Director and Deputy Director, ensuring efficient and effective delivery of departmental projects and objectives.</p>			
Key Role Activities			
<ul style="list-style-type: none"> • Apply and advocate for best practices in Portfolio, Programme and Project Management (PPPM), including assisting with the development of options appraisals, business cases, critical path and milestone identification, project governance structures, stakeholder engagement, risk management and benefits realisation. • Maintain, expand and promote a comprehensive knowledge base of programme and project management tools and methodologies to serve as a central resource for improving the role and application of effective programme and project management. • Promote and implement best practices for managing large and complex multi-year programmes, including contractor management and organisational improvement acting as a facilitator/researcher/knowledge management hub within PWD. • Manage the programming, monitoring and governance arrangements, including critical path analysis for multiple projects and supporting systems to ensure agreed best practices are followed across all PWD programmes and projects. • Maintain established methods of working and reporting practices to ensure continuity across various projects. Monitor milestones and targets to ensure project slippage is identified and reported. • Assist the Director and Deputy Director in managing dependencies and risks across all programmes. • Prepare for and attend programme and project governance boards; accurately record and distribute meeting notes and minutes, as required. • Ensure all project performance data and documentation is up-to-date and properly maintained across all relevant platforms. • Oversee and update the PWD’s public interfaces, including the website, ensuring accessibility and up-to-date information. • Manage and deliver specific projects as assigned by the Director and Deputy Director. <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>			

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Additional Information	
<p>The Falkland Islands Government provides a wide range of services, encompassing both those typically delivered by local government and non-governmental organisations elsewhere. This broad remit provides a challenging, developmental and rewarding opportunity for the postholder. There are also clear opportunities for on-going efficiencies and change; this combined with the operational demands make for a very interesting and essential role.</p>	

Person Specification:	Project Support Officer		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Minimum of 5 years' relevant work experience	✓		A/I
Sound knowledge of programme/project management principles, including data management and analysis methods	✓		I/R
Extensive experience in managing work programmes with a proven ability to meet deadlines	✓		A/I
Experience of cross organisational working	✓		A/I
Aptitude in decision-making and working with numbers	✓		I/R
Good analytical and research skills, including the ability to analyse large sets of data quickly and effectively	✓		I/R
Ability to prepare effective presentations and arrange workshops, even at short notice	✓		I/R
Excellent written communication skills, including the ability to draft clear and informative briefings/briefing notes, final reports, guidance manuals, memos, letters and speeches	✓		A/R
Ability to handle confidential matters with discretion and work effectively in politically sensitive environments	✓		I/R
Capacity to multi-task, prioritise workloads and resolve conflicting priorities effectively	✓		I/R
Proven ability to establish good working relationships and collaborate with a wide range of stakeholders across different sectors to develop and deliver a shared agenda to meet common objectives	✓		I/R
Good attention to detail, even when under pressure	✓		A/I/R
Project management skills and experience (Prince2/MSP/APM)		✓	A/I
Demonstrable experience delivering step change improvement in commercial offerings		✓	I/R
Significant knowledge of Portfolio Management Office (PMO), Portfolio, Programme & Project Management (PPPM) operations and integration across complex programmes of change		✓	A/I/R

Person Specification:	Project Support Officer		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience (cont.)			
Knowledge and understanding of portfolio, programme, project management concepts, principles and tools		✓	I/R
Knowledge and understanding of Health & Safety management principles and practices		✓	A/I
Personal Attributes			
A keen ongoing interest and relevant experience in change management	✓		I/R
Demonstrated commitment to high quality service delivery	✓		I/R
Self-reliance and motivation	✓		I/R
Takes personal responsibility for delivering an excellent service to meet the needs of internal and external customers	✓		I/R
Ability to identify pragmatic solutions to complex problems	✓		I/R
Adaptability to working and living in a small, remote community	✓		I/R
Qualifications & Training			
Align with FIG's Core Values – Diverse, Professional, Resilient & Resourceful	✓		A
Educated to NVQ Level 3 or equivalent	✓		A
Valid driving license	✓		A
Project Management Qualification (Prince2/MSP/APM)	✓		A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of Assessment:

- A - Application Form
- I - Selection Interview
- R – Reference