

JOB DESCRIPTION

Job Title:	Project Officer	Job Band:	4a
Department:	Executive Office	Location:	Mansfield Head Office
Accountable to:	Business Support Manager	Number of Direct Reports:	0
Job Purpose:	Lead and deliver a wide range of projects across the Society that deliver transformational, strategic, regulatory, and operational change to agreed schedules, quality, and budgetary constraints.		

MAIN DUTIES

OPERATIONS:

PROJECT MANAGEMENT	Accountable for successful delivery and embedding of programmes and projects
	Gain confidence of stakeholders to achieve project objectives.
	Support the strategic and planning processes in the: <ul style="list-style-type: none"> ▪ Preparation of business case submissions ▪ Planning of capacity in terms of available resource and budget ▪ Identification of risks, issues, assumptions, and dependencies
	Creation of end to end project plans including, but not limited to, Project Initiation Documents (PID), Risk Assumptions Issues and Dependencies Logs (RAID) and Post Implementation Review (PIR).
	Support change management governance and ensure adherence for all projects
	Provide project reports as required.
	Build on the current strong internal networks
	Supplement the established project processes and documentation with enhanced processes and procedures forming a fully documented project process.

PORTFOLIO AND BAU CHANGE	Advise on the alignment of portfolio capacity planning and required resources to successfully deliver the programmes/projects
	Provide verbal and written communication to Society colleagues regarding project progress.
	Ensure consistency of approach; adherence of change governance framework processes and documentation to provide delivery confidence.
	Monitoring Portfolio wide hotspots and dependencies; ensure issues are identified and remediation plans agreed to maintain successful delivery of the change agenda.
PROACTIVE IDENTIFICATION OF IMPROVEMENTS	Continually seek ways to improve the efficiency of the Society's operations and recommend changes to management.
AWARENESS OF, AND ADHERENCE TO INDUSTRY CHANGES	Fully comply with all current Society procedures, directives, policies and instructions
	Ensure full awareness of all requirements and promote a culture of sharing best practice
	Keep up to date with changing requirements by internal communications and external contacts
	Comply with all legislation and regulations relating to the Society's business, strong awareness of relevant regulation, e.g. GDPR, MCD etc.
	Identify areas of non-compliance within the business and report as appropriate
	Maintain the highest standards of administration reporting any failures or breaches of Society procedures
GENERAL DUTIES:	
<ul style="list-style-type: none"> ▪ To carry out all duties as detailed and in accordance with documented policies and procedures. 	
<ul style="list-style-type: none"> ▪ Maintaining risk awareness within your role, ensuring relevant controls are implemented and are operating effectively, reporting of all risk events identified and escalating risk issues which have the potential to breach the Society's appetite for risk / control environment. 	
<ul style="list-style-type: none"> ▪ To prepare and collate management information in accordance with laid down procedures and standards. 	
<ul style="list-style-type: none"> ▪ To ensure all targets/objectives as laid down are achieved. 	
<ul style="list-style-type: none"> ▪ To promote the interests of and ensure adherence to the policies of the Society. 	
<ul style="list-style-type: none"> ▪ To carry out all duties taking into account the FCA's Conduct Risk requirements and principles of Treating Customers Fairly. 	
<ul style="list-style-type: none"> ▪ To carry out all duties in compliance with the FCA's Conduct Rules as applicable to the role (as detailed in the Code of Conduct Sourcebook (COCON). 	
<ul style="list-style-type: none"> ▪ To ensure that regulatory requirements in respect of Anti Money Laundering (AML) and Terrorist Financing are complied with, including: <ul style="list-style-type: none"> ▪ Understanding the law and personal obligations and responsibilities under it and the potential legal and regulatory penalties for any breach / non-compliance. 	

- Completion of training as required in order to attain and maintain knowledge and continuing competence in AML systems, controls and procedures.
- Reporting knowledge or suspicion of any money laundering or terrorist financing activity promptly in accordance with procedures.

- To undertake other duties as may be required in the post and department detailed above or any other post in any department or branch of the Society.

This job description will be amended in consultation to reflect changes in or to the job.

DATE:

AGREED:

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> PRINCE2 Foundation Certificate (or equivalent) in Project Management 	<ul style="list-style-type: none"> A Levels of Level 3 equivalent (BTEC, Diploma) 5 GCSE's/O-Levels (A-C)
EXPERIENCE	<ul style="list-style-type: none"> Demonstrable experience of project management and/or involvement in project activity. Proven experience of working in an administrative role to deadlines Demonstrable experience of leading a team of people 	<ul style="list-style-type: none"> Experience of working in financial services
KNOWLEDGE	<ul style="list-style-type: none"> Strong grasp of varying project management methodologies 	<ul style="list-style-type: none"> Awareness of the rules and regulations under which a Building Society operates
SKILLS AND ATTRIBUTES	<ul style="list-style-type: none"> Strong grasp of Microsoft programmes including Word, Excel, PowerPoint and Publisher. Excellent interpersonal skills with those at all levels (Board of Directors, Executives, Managers, Colleagues, 3rd Parties etc.) Strong Leadership Skills Good Decision Maker Good Negotiation Skills Excellent organisation skills, including the ability to prioritise and work to strict and tight deadlines Ability to work alone and use own initiative Willingness and ability to be flexible Problem Solver 	<ul style="list-style-type: none"> Expertise in the systems and operations of financial services Conflict Management
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Motivated Enthusiastic Inquisitive Empathetic Composed Adaptable 	