

Ansa Environmental Services Ltd

JOB DESCRIPTION

<u>JOB TITLE:</u>	Projects Officer (Business Change)
<u>EVALUATION REFERENCE:</u>	FAFK4004
<u>GRADE:</u>	8
<u>REPORTS TO:</u>	Business Change Manager

JOB PURPOSE

The purpose of this role is to support in the delivery of business change for Ansa and its clients, including:

- ASDV (alternative service delivery vehicle / company such as Ansa or its sister organisations) and client led programmes and initiatives.
- Externally led initiatives in which ASDVs or their partners / clients have a significant role.
- Developing ASDV responses to new opportunities where they relate to enhancing environmental services, ASDV efficiency or similar improvements.

PRINCIPAL RESPONSIBILITIES

1	Support the Business Change team in the delivery of major projects by ensuring that key projects have the appropriate project management systems in place. This will include the day-to-day use of Project Initiation Documents, Business Cases, Project Schedules, Risk Registers, etc., and support in progressing projects through key gateways in the ASDV and/or client's approval processes.
2	Liaise and co-ordinate activity and reporting with internal colleagues (internal to team, and matrix from elsewhere) and external partners to advance these projects.
3	Lead in undertaking, collating and presenting research to facilitate the planning and delivery of projects, through use of generalist and appropriate specialist mediums/methods, including direct contact with senior external specialists.
4	Support in the planning, co-ordination and delivery of meetings, events, etc., with project stakeholders, including public consultation activities.
5	Support in developing strategies, policies and initiatives that relate to new/emerging public policy, best practice or opportunities, where they relate to enhancing environmental services and company and client performance.
6	Support in identifying opportunities to facilitate delivery of projects, including sourcing and bidding for internal (capital programme) and external funding resources, and disseminating intelligence on these to other relevant projects.
7	Support and, where appropriate, lead in managing contracts with funding and/or delivery partners, to advance elements of the overall projects/programmes.
The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. The post holder may be required to work in any location that Ansa has an interest – currently these include Cheshire East Council, Derbyshire and Staffordshire.	

PERSON SPECIFICATION

<u>CRITERIA</u>	<u>DESIRABLE</u>	<u>ESSENTIAL</u>	<u>METHOD OF ASSESSMENT</u>
Qualifications	Membership of relevant professional body (e.g. APMG) or Prince 2 qualification or similar	Degree level qualification (or equivalent) Extended formal training (regular and ongoing CPD) or extended experience of similar work	Application form Certificates
Experience	Environmental Services and/or Fleet Services sector experience Public sector experience	Experience of managing programme and project management Experience of managing contracts relating to project delivery, either with funding (i.e. external funders) or delivery partners Experience of negotiating and influencing to secure positive outcomes Proven track record of collaborating with colleagues to achieve service improvements and results	Application form Interview References
Job related Knowledge	Understanding of statutory processes and policy relating to fleet and/or environmental services Knowledge and experience of managing procurement processes and contracts Budget management experience Knowledge of performance management, environmental &/or fleet policy and prioritisation	Developed knowledge of project management techniques and tools including process mapping Understanding of statutory processes and policy relating to local government A knowledge of political developments and current thinking on policy development and service provision Project management (strategy, project planning, risk management etc.) Demonstrable experience of	Application form Interview References

		business enhancement	
Skills and Aptitudes	<p>High level literacy and numeracy skills</p> <p>Use of Visio for process mapping</p>	<p>Diplomacy and tact</p> <p>Strategic influencing and negotiating</p> <p>Able to use computer-based applications (MS Word, Excel, PowerPoints, Outlook) and understanding of computer-based project management systems (MS Project). Excel to include extensive use of formulas. MS Office to include use of SmartArt.</p> <p>Well developed oral and written communication and presentation skills</p> <p>Effective negotiation and strategic influencing skills</p>	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Computer skills test</p>
Other requirements		<p>Ability to travel over the whole area of Cheshire East and beyond as required by clients</p> <p>Flexibility</p>	<p>Application form</p> <p>Interview</p>