

JOB DESCRIPTION

<u>Job Title</u>	Project Assistant
<u>Division/ Department</u>	Project Team
<u>Reports To</u>	Senior Project Manager
<u>Location</u>	[enter location]
<u>Job Purpose</u>	To support the project management team and contribute to the effective delivery of the project portfolio.
<u>Accountabilities</u>	<ul style="list-style-type: none">• To undertake specific tasks on identified projects, under the supervision of a Project Manager, including:<ul style="list-style-type: none">○ Completing relevant project documentation, eg. Change Controls and other reports○ Formulating and updating project schedules using Microsoft Project○ Participating in project definition workshops○ Managing risks and issues○ Managing specified budget lines○ Creating and updating Excel spreadsheets as requested.• Estimate project costs as required as part of the annual planning process using existing cost models• Inputting Project Plans into the Planning IT system ensuring accurate cost and resource estimating• Logging and tracking all Project Plans and project documentation• Coordinating the consultation process with all stakeholders ensuring an accurate and secure audit trail of documents and key decisions• Assist in the preparation and distribution of materials and stationery required for events• Arrange Contracts, raise Purchase Orders and expenditure authorisation forms for approval and chase invoices to ensure accurate payment• Respond to telephone enquiries and convey accurate information promptly and appropriately• To work as part of a team• To undertake other duties as requested appropriate to the grade of this post.

PERSON SPECIFICATION

Skills/Knowledge**Essential**

- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Excellent organisational skills
- Some knowledge of project management approaches; e.g. PRINCE2
- Good IT skills including Word, Excel, PowerPoint and Microsoft Project.
- A flexible approach and the ability to work effectively with others
- Attention to detail with an ability to work autonomously and with appropriate reference to more senior colleagues.

Experience**Essential**

- Experience of working in a pressured environment and effectively managing competing demands in short timescales
- Experience of working as part of a team delivering complex tasks

Desirable

- Experience of working within the public sector
- Understanding of web technologies and event management.