



## PRACTITIONER JOB PROFILE

<b>POST TITLE:</b>	<b>Projects Administrator</b>
<b>GRADE:</b>	<b>C</b>
<b>DEPARTMENT:</b>	OPCC
<b>RESPONSIBLE TO:</b>	Project Managers
<b>LOCATION:</b>	Hindlip
<b>JOB PURPOSE:</b>	To provide administrative support to the Project team in the In House Estates Team

### MAIN RESPONSIBILITIES:

1. To support the Project Managers and Head of Projects with all administration and updating of project trackers, Keyedin (Project Management Software) and associated reports.
2. To provide support to Project Managers in relation to Programmes of work and Contractor and Consultant appointments and ongoing administration
3. Assemble tender and contract documentation and issue in accordance with the policies set out by the Estates Services Team
4. To provide financial and administrative support to the Project Managers and Head of Projects including updating of reports and trackers
5. To draft routine letters, answer, deal with and/or take telephone messages for members of the team and pass on detailed information accordingly
6. To arrange meetings, receive attendees and provide meeting support including the production of minutes as required
7. To maintain both manual and electronic filing for the team, following in-house file management procedures where applicable
8. To support other teams within Estate Services on any project task, as directed

9.	To provide cover for the other Administrative staff within The Estate Services Team
10.	To review practices and put forward recommendations where appropriate, for improvements of process/procedures and efficiencies
12.	To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.
<b>Special Conditions:</b>	Occasional travel across the West Mercia Police Sites.
<b>Security level:</b>	Standard Recruitment Vetting

### BEHAVIOURS: SUPERVISOR

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency there are three levels that show what the behaviours will look like in practice.

This role requires the post holder to be operating at or working towards **Level 1** of the CVF.

### PERSON SPECIFICATION:

#### Knowledge:

- A good level of general education (e.g. 5 GCSEs at A-C, or NVQ2 or equivalent in a relevant subject e.g. IT or Business Administration)
- Competent in the use of IT including Microsoft packages or equivalent
- Use of Project Management Software

#### Experience:

- Demonstrable experience of working in a busy multi-function environment
- Previous experience of working in a Project and or Property Team environment

#### Key Skills:

- Aptitude and knowledge of relational databases.
- An interest in and understanding of the work in a technical environment

- Good communication skills, written and spoken
- Good literacy and numeracy skills
- Ability to input data in a variety of formats
- Ability to work to with a high level of attention to detail and accuracy
- Ability to analyse data
- Ability to prioritise work loads
- Good organisational skills
- An ability to work under their own initiative
- Problem solving skills
- Ability to work effectively within a team