

Economic Growth and Property

Job Description

Temporary Corporate Projects Support Officer

Category	Description
Grade:	LS 13
Post Number:	TBC
Responsible to:	Corporate Project Manager
Responsible for:	Not applicable
Job Objective:	To provide support to the Corporate Project Team and Project Managers across the organisation on specific projects, ensuring they are delivered in line with project management protocols and governance arrangements.
Main Responsibilities:	<ul style="list-style-type: none"> • Supporting the Corporate Project Team in delivery of identified corporate projects. • Updating and reviewing the central database of projects across the Council. • Providing support to project managers delivering projects, ensuring relevant project management framework documents are completed and kept up to date. • Co-ordinating, providing administrative support and reporting on projects led by others, including coordinating project team meetings. • Taking accurate and concise notes of project meetings, identifying actions and following up to ensure these are completed. • Supporting the Executive Support Team and Chief Executive / EMT as required. • Support with preparing reports and attending meetings, internal and external to the Council both during and outside normal working hours. • Supporting the Economic Growth Team with some project and administrative tasks as required



Rushcliffe
Borough Council

OFFICIAL

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	<ul style="list-style-type: none">• Any other duties as required commensurate with the grade of the post.
Risk Management	<ul style="list-style-type: none">• To support the project manager in undertaking risk assessments in relation to projects and ensuring information is collated within the Council's risk management framework and appropriate action taken.
Equalities and Finance	<ul style="list-style-type: none">• Support Project Managers to prepare a business case including Equality Impact Assessment (EIA)
Other	<ul style="list-style-type: none">• The successful candidate will need to be flexible in their working practices to accommodate issues as they arise with the capacity to work the hours necessary to satisfy the requirements of the role.

PREPARED BY: Catherine Evans

DESIGNATION: Head of Economic Growth and Property

DATE: March 2025