

## Job Reference: POR-EO-06

Job title	Project Support Officer
Number of Roles	1
Directorate/Business Unit/Team	Portfolio
Grade	EO
Role Type:	Programme Management
Salary band	National: £ 26,780 London: £ 30,385 <b><i>New entrants are normally expected to join on the minimum of the pay band</i></b>
Responsible to	Programme Manager
Base/location	YJB is National by Default.  National or London  YJB Roles are contractually based at the nearest MoJ Collaboration or Satellite Centre but YJB staff work flexibly, including from their
FTE/hours	Full time: 37 hours per week.
Job type (i.e. fixed term/permanent/loan/secondment )	Permanent
Duration of appointment – months. (for fixed term, secondment, loan etc)	N/A
Security Clearance Required	Baseline (BPSS)

## Who are we?

The Youth Justice Board for England and Wales (YJB) is the public body which advises Ministers, including the Secretary of State for Justice on the youth

justice system. Our ambition is to see a Child First youth justice system. A system which looks to children's' strengths and supports children to become the best version of themselves. To this effect we engage with a wide variety of organisations, partners and parties with an interest in youth justice; we share good practice, champion improvement and issue grants.

## **Our Vision**

Working to ensure a youth justice system that sees children as children, treats them fairly and helps them to build on their strengths so they can make a constructive contribution to society. This will prevent offending and create safer communities with fewer victims.

## **Aims of the Youth Justice System**

Prevention of offending by children and young people:

- To reduce the number of children in the youth justice system
- To reduce reoffending by children in the youth justice system
- To improve the safety and wellbeing of children in the youth justice system
- To improve outcomes of children in the youth justice system

## **Thinking of joining us?**

Our recruitment is based on merit, we welcome applications from all who can commit to our vision and values, we offer considerable flexibility in how you work and expect commitment and flexibility in return. We continue to strive for equity, diversity and inclusion in our culture and our staff group. To this end we very much encourage applications from those people with protected characteristics. Our staff are public servants, eligible for the Civil Service pension scheme and we are accredited by the Civil Service Commission. This means applications from across Civil Service Departments, their agencies and Arms-Length Bodies are treated as internal applicants. We also welcome applications from those who do not currently work in these bodies or the public sector.

## **Role purpose:**

The role of the EO Project Support Officer is to deliver the YJB objectives through supporting projects and project teams on a day-to-day basis.

The job holder will work (under the leadership of a Programme Manager) on one or a number of projects which will change over time. The role will include working with Board members, partners and stakeholders and

maintaining strong communications with other colleagues across the YJB to inform all areas of the organisation's work.

## Role Context

This role sits within the Portfolio Directorate. The purpose of the team is to ensure that the YJB's arrangements for portfolio delivery are robust, proportionate, and fit for purpose to help support informed decision making and delivery against the organisation's priorities. Supporting the Strategic Pillar: Be an exemplary public sector organisation and employer.

## Key activities and relationships

### Project Planning

- Work with stakeholders (internal and external) to ensure all aspects of the project are defined.
- Support capability building and the use of best practice in planning and reporting.
- Work with project leads and stakeholders to ensure project plans are comprehensive.
- Develop and maintain project plans, capture assumptions and identify dependencies.
- Provides clarity on key milestones to define what, when and how activities will be organised to ensure the outcomes of a project can be achieved, with the resources available
- Identify key tasks, activities, interdependencies and outputs for the project and work with the project team to track and monitor progress against the plan throughout the life of the project.
- Provide advice on planning processes throughout the lifecycle of the project.

## Project Support & Secretariat

- Organise key project meetings and provide secretariat support for those meetings
- Maintain project file management using robust version control.
- Assist in maintaining project controls.
- Maintain programme and project logs

### Configuration Management

- Manage appropriate Configuration Management processes for the programme or project
- Advise stakeholders on the Configuration Management procedures in place for the project or programme, ensuring they are understood.
- Manage the receipt, identification, storage, retention and accessibility of items under configuration control.
- Ensure that all changes to documents under configuration control are documented and controlled.
- Ensure data is appropriately protected in line with YJB policy.
- Carry out configuration verification, reviews and audits.
- Report on the status of items under configuration control for management
- Attend set meetings to provide updates on areas of responsibility:
  - Performance Committee
  - NSoP Programme Meeting
  - AED Board
  - PDD Team Meetings
  - Project Team Meetings

The post does not have line management responsibilities

- At all times, demonstrate support and respect for the YJBs commitment to equity, inclusivity and the diversity of the YJB and its partners.
- Be responsible for making sure you understand and adhere to your responsibilities in relation to health and safety and data protection.
- Work positively and collaboratively with colleagues in both England and YJB Cymru and will consider the impact of developments on policy, practice, and legislation specific to Wales.
- Work flexibly. All posts within the YJB operate flexibly to make sure the requirements of the business are met and as such you may be required to undertake other duties in your role or duties in other parts of the business at your grade to meet business priorities

## Main Responsibilities

- The role of the EO Project Support Officer is to support the smooth running of the project by supporting the project manager through the operation of project management processes.
- In addition to secretariat support, the EO Project Support Officer will lead on all aspects of project planning, which will include the development, updating and monitoring of plans and schedules. The post holder will also lead on configuration management ensuring that all key information assets, products, documents, etc. for the project are identified, controlled, tracked, and securely stored.
- Ensuring a robust audit trail of activity to feed into overall YJB corporate memory
- All posts within the YJB operate as a flexible resource to ensure the requirements of the business are met and as such the post holder may be required to undertake other duties in their role or duties in other parts of the business at their grade to meet business priorities
- In carrying out their duties the post holder will respect the YJBs commitment to equality of opportunity and the diversity of the YJB and its stakeholders. In addition, they will make sure they understand and adhere to their responsibilities in relation to health and safety and data protection
- The post holder will work in partnership with colleagues in YJB Cymru and always consider the impact of developments on policy, practice and legislation specific to Wales

## Selection process details

This vacancy is using Civil Service [Success Profiles](#),

The assessment process will be made up of two parts:

1. An Application (see below)
2. Interview (see below)

## Application Stage:

Please provide:

- Written examples demonstrating in no more than 250 words for each of the following essential civil service behaviours: **Seeing the Big Picture (250 words)**, **Making Effective Decisions (250 words)**, **Delivering at Pace (250 words)**, **Communicating and Influencing (250 words)** and **Changing and Improving (250 words)**
- A statement (of no more than 500 words) of how you meet the ‘**essential criteria: Technical Experience and Ability**’ as outlined in the job description.
- (Should a large number of applications be received, the initial sift may be conducted based on the lead behaviour: **Seeing the Big Picture**

## Interview

For candidates who get to the interview stage it will be a blended interview covering, further elaboration on your application and the Civil Service **behaviours**, and **strengths** as described in the [Success Profiles - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/success-profiles) (this is a very particular style of interview please make sure you make yourself aware of these in advance).

## Reserve List

Those candidates who successfully demonstrate at interview, the behaviours, strengths, and essential criteria required by YJB for the role, but who are not selected as the successful candidate, may be added to a reserve list for 12 months. Candidates on a reserve list may be contacted and offered a role which is sufficiently similar, without further need for application, within the timeframe.

## Essential Criteria

### Skills and Knowledge

#### Technical

- An understanding of programme and project management methodology, and the principles and implementation that underpin successful programme and project delivery.
- Strong experience applying one or more of the following:
  - Prince 2 Foundation
  - APM Project Fundamentals

## Ability

- Strong organisational, planning and time management skills
- Strategic thinking
- Ability to work to tight deadlines, work flexibly and respond to change
- Expertise in MS Office suite
- Expertise in using project planning tools e.g. Visio & Microsoft Projects
- Ability to work across teams
- Excellent written and oral communication skills, including ability to adapt style depending upon audience and occasion
- Ability to work within an environment of ambiguity and manage change

## Experience

- Significant experience of supporting projects and programmes
- Significant experience of project planning
- An understanding of configuration management

## Behaviours

Seeing the Big Picture  
Making Effective Decisions  
Delivering at Pace  
Communicating & Influencing  
Changing & Improving

## Benefits of working for the Youth Justice Board

- Opportunity to work in an organisation that seeks to make a positive difference to the lives of children at risk of entering and within the youth justice system
- Family friendly policies including flexible working opportunities. Many of our staff combine working from our offices in either London or Wales, or working from one of the Ministry of Justice Collaboration Centres/Satellite



Offices throughout the country, with working from home; compressed hours, part-time working

- Civil Service Pension Scheme, and/or continuous service transfer of Civil Service Pension Scheme as applicable
- Annual leave of 25 days per annum plus public holidays (or for those transferring directly on a lateral move from Civil Service Departments, their Agencies, Arms-Length Bodies (ALBs) and Non-Departmental Public Bodies (NDPB) we may, subject to confirmation, match current annual leave entitlement, up to 30 days
- As an accredited NDPB we may, subject to confirmation, accept your continuous service from other Civil Service departments their agencies and ALBs/NDBPs (however all new joiners join on 37 hours per week/ pro-rata for part-time)
- Special recognition bonus scheme
- Special leave for unplanned emergencies and for voluntary work
- Employee Assistance Programme offering confidential support and advice for personal and work issues and occupational health
- Health and well-being initiatives such as flu-vaccinations
- Free eye tests and eyecare vouchers for VDU workers
- Interest free season ticket loans
- Regular professional development
- Professional HR Case Management support for managers