

## Job Description

Job Title: Support Officer – Planning and Performance

Directorate: Finance and Corporate Services

Responsible to: Planning and Performance Manager

Responsible for: N/A

## Job Purpose

The overall objectives of this role are:

- To support reporting on performance, risk and internal audit
- To support the delivery of a range of projects and programmes

The post holder will:

- Monitor progress and report on our audit recommendations, risks, performance indicators, and operational activities.
- Maintain the current planning and performance system (Ideagen Risk Management / Pentana Risk), including audit checks and regular maintenance
- Ensure all programme / project management activity is conducted in accordance with the methodology and documentation introduced by the Portfolio Management Office (PMO)

## Key Accountabilities

<b>Accountability</b>	<b>%</b>
Manage and coordinate monthly management and quarterly performance reporting for the Executive Team and the Commission Board respectively	20
Support the rest of the strategic planning and performance team, working flexibly and acting in absence of other team members to cover wider duties assigned to the team including contributing to development of and supporting the risk management framework and maintaining the team intranet information pages	20
Provide Ideagen Risk Management / Pentana Risk system (our planning and performance system) support and guidance, including delivering training and updating how-to guides	10
Monitor and maintain Ideagen Risk Management / Pentana Risk system (our planning and performance system), including regular system audits and updates	10

Provide secretariat for the Performance and Team meetings (from creating agendas, to producing minutes, all the way to following up on actions from the meeting)	10
Provide advice and support to colleagues on the Commission's programme and project management (PPM) framework, process and procedure, including delivering PPM training and producing regular posts on PPM terminologies on the intranet	10
Work with colleagues across the organisation to provide support for the internal audit log, development of internal audit reports and coordination of evidence to demonstrate completion to the internal and external auditors.	10
Contribute to and support development of the Annual Report, Corporate Plan, Business Plan and Operational Plans, working with teams across the organisation	5
Create, amend, format and circulate documents as appropriate. This may include creating charts and tables, collating data, creating process maps for corporate documents and management information, preparing data visualisations for inclusion in corporate documents, etc.	5

## Key Working Relationships

For this role, the key working relationships that need to be built and maintained for successful delivery of the role are all within the Commission. The postholder will work closely with the:

- Portfolio Management Office (most often, the Head of the PMO) to develop and agree training materials that are up to date and relevant to the PPM training participants. They will also work together to determine the PPM terminologies that will be posted on the intranet.
- Senior Adviser (Performance and Insights) in introducing any changes or improvements to the management reporting process or documentation, and with Senior Adviser (Planning and Performance) for the internal audit section in more detail.
- Planning and Performance Manager as line manager to support the work of the whole team.

## Person specification, Skills, Experience & Qualifications

Category	Requirement	Essential or Desirable	How to assess?
<b>Qualification / Experience</b>	Relevant experience working in a supporting role, or a degree level qualification.	<b>E</b>	<b>A</b>
<b>Knowledge and skills</b>	<i>Proficiency in the Microsoft Office suite, particularly Microsoft Excel working on spreadsheets, tables and charts.</i>	<b>E</b>	<b>A, I</b>
	<i>Proficiency in producing minutes to a high standard of quality and accuracy.</i>	<b>E</b>	<b>A, T</b>
	<i>Proficiency in Microsoft Visio for process mapping and experience using data visualisations.</i>	<b>D</b>	<b>A</b>
	<i>Ability to take initiative and prioritise work to meet deadlines.</i>	<b>E</b>	<b>I</b>
	<i>Strong oral and written communication skills, to effectively deal with service requests and train in both one-to-one and group basis.</i>	<b>E</b>	<b>A, I</b>
	<i>Experience of setting up and implementing internal processes and procedures</i>	<b>D</b>	<b>A, I</b>
	<i>Familiarity with UK political systems and structures</i>	<b>D</b>	<b>I</b>
	<i>Strong analytical and problem solving skills</i>	<b>D</b>	<b>I</b>

A-application and CV

I-interview

T-test