

**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

* Maintain the current planning and performance database, and monitor and support reporting on operational activities, performance indicators, risks, internal audits and benefits
* Support the development of policies and frameworks on performance indicators, risks, benefits and projects/programmes
* Support delivery of a range of projects or programmes

Key Accountabilities

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| --- | --- |
| **Accountability** | **%** |
| Manage and coordinate monthly management and quarterly performance reporting for the Executive Team and the Commission Board respectively | *20* |
| Monitor and maintain performance data, audit and risk database, including regular system audits and updates | *15* |
| 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 ensuring all PPM activities are conducted in accordance with the methodology and documentation introduced by the Portfolio Management Office (PMO) | *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. | *10* |
| 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* |

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:

* Senior Advisers in the team in introducing any changes or improvements to the management reporting process or documentation
* Senior adviser in charge of audit plans and audit recommendation owners across the Commission (usually senior management) to monitor progress on audit recommendations
* Planning and Performance Manager as line manager to support the work of the whole team

Person specification, Skills, Experience & Qualifications

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

A-application and CV I-interview T-test