



Job Description

Job Title: Project Co-Ordinator (NASS)

Job number 3389

Grade I

Overall purpose of the job

To provide high level support to the Senior Leadership team of Northamptonshire Adult Social Services (NASS) through leading on specific projects, coordinating all aspects of meetings; and liaison at all levels to actively direct activity across the areas covered by Northamptonshire Adult Social Services.

To undertake duties to facilitate, maintain and develop the Northamptonshire Adult Social Services directorate.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	To assist the Senior Leadership team of Northamptonshire Adult Social Services (NASS) in the full context of the duties of the post, through effective communication, and through employing discretion, diplomacy, consultation and through investigation to ensure that they have timely access to advice, support, and information to be able to make decisions relating to the NASS service.
2.	To coordinate, arrange and manage the process of meetings as required by the Senior Leadership team to ensure they are prepared for meetings in order to fulfil their function effectively and in an informed manner. Prepare and dispatch agendas, reports for the Senior Leadership team within agreed deadlines.
3.	To conduct research and to lead on projects to enable projects to take place and to ensure the effective and efficient completion of projects within given timescales and to a high standard. Ensuring reports are updated and relevant boards are kept updated.
4.	To build links and to work closely with partners and colleagues within the service both locally and nationally, as well as external partner organisations and agencies through regular and effective liaison, whilst remaining sensitive and politically aware, to ensure that relationships are managed effectively.
5.	To support the senior leadership team with project savings and tracking, in line with financial accounting principles. To complete financial transactions on behalf of the team that relating payments and receipts.

6.	To conduct preparation, administration and organisation of events, including the management of inspections and review meetings (internal as well as those conducted by external agencies) to ensure the smooth running of events, and to ensure that all requirements outlined by the parties holding events or, conducting inspections and reviews have been met.
7.	To development a sound understanding of NASS and support with the production and implementation of policies and procedures and oversee the completion of other functions that are required by the Senior leadership team, providing practical support as required.
8.	To support the smooth organisation of key work streams and meeting that are led by the Senior Leadership team; ensuring clear communication systems/channels are in place and utilised effectively, enabling them to fulfil their duties efficiently and effectively.
9.	Support the Business manager in maintaining an up to date list of agreed policies for NASS, and to ensure that approval of new and revised policies is carried out in accordance with the agreed governance and decision making structures

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
3 A levels or equivalent		E
GCSE grade C and above or equivalent	In maths and English	E

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Knowledge of Adult Social Care and the wider public sector	Able to interpret how government (local and national) policy impacts on the service	Desirable
Working knowledge of processes within Adult Social care	Ability of how processes should work and how they fit into the wider service	Desirable
Skills		
High level ability and experience in using IT office packages including Word, Excel and PowerPoint and Care First	Would need to use office environment to analyse info, communicate and present as required	Essential
High level of written and verbal communication skills required	Will be required to communicate with a range of internal/external partners including senior posts and cabinets members	Essential
Strong interpersonal skills	Will be dealing with senior officers internally and from other agencies	Essential
Experience		
	Give an idea of the type and level of experience required do not specify years of experience.	
Experience in supporting senior managers	Able to interpret and abide by confidentiality and pre-empt senior managers requirements on own initiative	Essential
Experience of financial transactions and using finance systems	Able to confidently use finance systems to process transactions	Essential
Experience of supporting with projects	Able to provide project support to senior managers.	Desirable

Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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Professional & Management Level and Head of Service roles – Executive/Corporate Director

Executive/Corporate Director – I confirm there is a clear and justifiable requirement for this post to go through the job evaluation process and give consent for the post to be evaluated/re-evaluated.

Signed:

Date:

Print name:

Re-evaluations only – Current Post Holder

Current post holder – by signing this form I confirm that I have been involved in completing the JDQ and confirm that it is an accurate reflection of my current role.

Signed:

Date:

Print name: