Role Profile

Role Details

Role Title	Enterprise Programme Office (EPO) Officer
Pay band	6
Civil Service equivalent grade	EO
Success Profiles Level	2
Business unit	Change Delivery
Reporting to	Enterprise Programme Office Manager
Date produced or updated	Oct 2020

Purpose of Role

To provide skilled specialist and administrative support to the NS&I Enterprise Programme Office.

Key responsibilities

- Managing all aspects of project data, including expediting its receipt and distribution, analysing and quality assuring it and escalating when issues found.
- Managing the configuration of project documentation, including designing, creating and maintaining project libraries and files.
- Creating and maintaining the project register, and designing and managing the process for taking forward and rolling out lessons learned.
- Supporting the project assurance managers in the Acceptance Criteria process, by liaising with NS&I SMEs to capture criteria, expediting and recording the receipt of evidence, and circulating evidence to relevant stakeholders.
- Supporting the project assurance managers in creating and updating project plans, project quality logs and reports.
- Act as meeting secretary for project and portfolio boards, ensuring appropriate meetings are arranged, papers issued and minutes taken.

Relationships

Please list the jobs and areas with which the post interacts. This should show internal and external relationships.

Internal	External
• NS&I Senior Leadership Team • Project Sponsors and Business Managers • Head of NS&I Enterprise Programme Office • NS&I Enterprise Programme Office Manager • Project assurance managers • Governance body attendees • Project team members and SMEs • Other project stakeholders within NS&I	• 3rd Party Suppliers /programme personnel • Project/programme personnel from other key suppliers • GPS clients and other government departments

Person specification

Essential qualifications, experience and technical knowledge

Essential qualifications

- None

Essential experience

1. Experience of working in a project environment
2. Experience of working within a formal project management methodology

Essential technical knowledge and skills

3. A high degree of computer literacy, including a very good working knowledge of the Microsoft toolset, including Word, Excel, PowerPoint and Microsoft Project
4. Excellent interpersonal and verbal communication skills (with people at all levels of the organisation),
5. Excellent standards of written documentation
6. Self-motivated, with excellent ability to work on own initiative, without constant supervision from others
7. Excellent team-working skills with willingness and ability to engage with others at all levels of the organisation
8. Excellent organisational and administrative skills
9. Ability to analyse information and present it in a clear, concise way
10. Enthusiastic, committed, proactive and resourceful; can be relied upon to get the job done
11. Ability to work simultaneously on several different initiatives displaying excellent time management and organisational skills
12. Ability to work under pressure without compromising the quality of work

Desirable qualifications, experience and technical knowledge and skills

- Qualification in PRINCE 2 Foundation level, or other similar methodology
- Experience of project planning
- Able to identify areas for personal improvements and demonstrate commitment and enthusiasm for personal development by identifying and attending training courses and initiatives
- Experience of working in a Government environment
- Experience of working within the financial services sector
- Experience of working in an assurance environment

Civil Service Success Profiles behaviours – Level 2