



MERSEYSIDE WASTE DISPOSAL AUTHORITY

JOB TITLE	PROJECT SUPPORT OFFICER (3 YEAR FIXED TERM CONTRACT)
GRADE	Band D SCP 23-26
SALARY RANGE	£34,434 - £37,280
LOCATION	MANN ISLAND
PRIMARY PURPOSE OF THE JOB	To provide project support services to the Procurement Team and Procurement Process. The post holder will implement and maintain appropriate systems to enable effective planning and scheduling of project activities, establish and maintain project controls, prepare project performance reports, and present statistics and research new information To ensure a full audit trail of documentation and decision making, and to develop and maintain appropriate records management and its utilisation by the Procurement Team, advisors and Participants. To support procurement activities including communications with bidders, logging clarification responses and maintaining records of any meetings with bidders. To support the Project Manager with admin including secretariat duties and co-ordination of business management activities
DIRECTLY RESPONSIBLE TO	PROJECT MANAGER
DIRECTLY RESPONSIBLE FOR	N/A

PRINCIPAL DUTIES

- To support the Project Manager in providing project plans, timelines and control documentation to manage Authority projects.

- To ensure the reporting of progress is maintained to interested stakeholders, as directed by the Procurement Director
- To maintain the procurement database (portal) by logging any clarification questions from bidders in the procurement process and responses provided.
- To support the Project Manager to ensure timely responses to information requests or deadlines, and the distribution of responses within the Procurement Team, Authority, staff and advisors.
- Providing analysis and reporting of work completion against agreed budget, timeline and quality thresholds.
- To assist the Project Manager in the monitoring and analysis of advisor work packages, including costs control, timeline, resources and project quality, to enable processing and approval of submitted invoicing.
- Liaison with bidders in the procurement process to manage progress, including meeting scheduling and document distribution, and to ensure timely and accurate responses to information requests and documentation, ensuring the full utilisation of the MRWA Extranet by all parties engaged in the process, and to provide training in the use of the Extranet, where necessary.
- Working with the Project Manager, to manage the collation and distribution of proposals received through the process and to manage the implementation of the Authority's evaluation processes of proposals so received.
- Assist in the proper implementation of employee related policies (including health and safety at work).
- Ensure organisational tasks are carried out efficiently. i.e. ensuring project records are up to date.
- To ensure an accurate record is maintained of Procurement Team meetings and information exchanges with Participants, to ensure a full audit trail of the process
- Manage professional relationships with a wide range of internal and external stakeholders, and act as lead point of contact for some external parties.
- Recording project spend and contribute to the compilation of budgets and the development of the business case.

General Accountabilities and Responsibilities

- Comply and ensure compliance with appropriate legislation and the Authority's Constitution and policies
- Ensure compliance with and actively promote the Equalities and Diversity policies and strategies, and comply with the Equality Act 2010 and associated guidance.
- Ensure compliance with and actively promote Health and Safety at policies and procedures, and comply with the Health and Safety at Work Act 1974, the

Management of Health and Safety at Work Regulations 1999 and associated guidance

- Ensure compliance with and actively promote data management and protection policies, and comply with the General Data Protection Regulation and the Data Protection Act 2018 and associated guidance.
- Ensure compliance with and actively promote modern slavery policies in relation to services and supply chains, and comply with the Modern Slavery Act 2018 and associated guidance.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.
- Comply with the competencies and standard requisites agreed by the Authority as relevant to your post.
- Take responsibility for continuing self-development and participate in training and development activities.

OTHER DUTIES

The above duties do not include or define all tasks that may be required by the postholder. The Post holder may be directed to work flexibly in other areas where responsibility levels are commensurate with the employees' grade of pay in order to ensure that resources are deployed effectively and where necessary across the Authority

General Statement

The above duties do not include or define all tasks that may be required by the postholder. The duties may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Health and Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

The Waste Disposal Authority is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Authority condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Sustainable Procurement

To effectively requisition goods and services in line with the Authority's sustainable procurement policy

	Date	Name	Post Title
Reviewed			