



MERSEYSIDE WASTE DISPOSAL AUTHORITY

PERSON SPECIFICATION

JOB TITLE	Project Support Officer 3 year contract
LOCATION	Mann Island, Liverpool
GRADE	Band D SCP 23-26 £34,434 to £37,280
REPORTS TO	Project Manager
MAIN PURPOSE OF THE JOB To provide project support services to the Procurement Team and Procurement Process, including admin, secretariat duties and co-ordination of business management activities 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 The post holder will 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. The post holder will support procurement activities including communications with bidders, logging clarification responses and maintaining records of any meetings with bidders.	
ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EXPERIENCE	
Previous experience working as a member of a large project team, or a project manager for a small, low complexity project	Experience in projects within the waste sector
Previous experience of monitoring resources and budgets	Understanding/knowledge of the waste and recycling sector
Experience of creation and maintenance of project or programme delivery plans, so that delivery, progress, costs and benefits can be identified and managed.	Experience of local government
Experience of building productive relationships with internal and external Stakeholders such as project managers and business owners; including the identification of risks, issues and dependencies and	



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seeking agreements/trade-offs to keep delivery on track.	
The ability to properly manage commercially sensitive and confidential data from multiple sources	
QUALIFICATIONS AND TRAINING	
Relevant professional qualification or membership (e.g. CIWM, CIPS, IEMA or other relevant qualifications relevant to the role), or relevant experience of a level that is appropriate to the role.	Full clean driving licence
A project/programme management qualification or accreditation (e.g. Prince2, MSP, APM or other relevant qualifications or accreditation relevant to the role), or relevant experience of a level that is appropriate to the role.	
PRACTICAL SKILLS	
Demonstrable writing skills and attention to detail.	Experience of working within a multi-disciplinary team
Excellent information technology skills	
Ability to communicate clearly and present information in a clear manner.	
Excellent organisational and interpersonal skills	
PERSONAL QUALITIES & ATTRIBUTES	
To have a professional outlook and act professionally at all times	
To be a strong team player with the ability to adapt quickly and to be able to work with the minimum supervision	
To have a flexible approach to service delivery implementation	
A willingness to develop as an individual and as a professional and to attend appropriate training courses as identified through the staff development scheme	
OTHER REQUIREMENTS	



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Ability to organise own workload and prioritise effectively	
Ability to meet tight deadlines in a busy working environment	

Last Updated: July 2026