

JOB DESCRIPTION

Job Title	Project Support Assistant - PH Commissioning		
Directorate	Public Health		
Reporting to			
Grade	14		
Evaluation ref:	AU1128	Job ref:	Family
Role purpose			
To provide administrative support and logistical support to the commissioning team. This role ensures that all project activities are well co-ordinated, documented and executed efficiently.			
Responsibilities			
Support PH Specialists and Health Promotion Managers on a range of commissioning wide projects and initiatives.			
Update and maintain a variety of computerised recording systems to input and extract information to support the delivery of PH projects and commissioning activity. Produce draft reports as necessary and may extract statistics for use by officers.			
Contribute to the development and maintenance of PH systems and processes to help inform commissioning activity.			
Provide support where necessary to the Strategic Manager - Commissioning Health and Wellbeing.			
Provide commissioning support to the PH Team to support the delivery of PH Projects. Organise stakeholder and market engagement events.			
Update and maintain information on PH webpages and project documentation, e.g. project plans, highlight reports and risk, issue, and decision logs.			
Create documents and information sheets to support project delivery, as required.			
Prepare and issue replies to routine correspondence and monitor the commissioning team mailbox.			
Carry out research to support the design, development and implementation of PH commissioning practices and systems in line with business requirements, as directed.			
Contribute to cross cutting activities and project support work when requested to by other PH staff.			
Provide a first point of contact for the Team.			

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Impact			
Contacts & Relationships <p>Will have frequent engagement with other members of the PH Service in order to support a joined-up approach to commissioning, e.g. to receive instruction, exchange information and advice, attend and participate in project meetings and working groups.</p> <p>In support of PH Projects and commissioning activity may have contact with staff and Managers in all SCC service areas and partner organisations in order to action and progress project activities.</p> <p>Will have regular contact with external organisations, including pharmacists and GP practices, e.g. in supporting commissioning, tender and market engagement exercises.</p>			
Resources <p>Will update and maintain a variety of PH recording systems and processes.</p>			
Knowledge / Experience / Skills			
	Essential	Desirable	
Knowledge			
Knowledge and understanding of project management.	X		
Experience			
Previous experience in project co-ordination or administrative roles is highly beneficial.	X		
Previous experience working in a local authority.		X	
Qualifications / Registrations / Certifications			
Good standard of education, at least 5 GCSE's or equivalent qualifications/experience.	X		
A degree in a related field, e.g. business administration, project management.		X	
Additional certificates in project management.		X	
Skills			
Ability to manage multiple tasks, prioritise effectively and maintain detailed records.	X		
Strong verbal and written communication skills to interact with team members and stakeholders.	X		

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Familiarity with project management software (e.g., MS Project, Asana, Trello) and standard office applications (e.g., Microsoft Office Suite).	X		
Ability to identify issues and develop effective solutions.	X		
Ensuring accuracy in documentation and project tracking.	X		
Working Conditions			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			

Date: