## Project Management Officer

## Role Description

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| Salary grade: |  | C |
| Reference number: |  | PMO |
| Team: |  | Corporate Services |
| Reporting to: |  | Head of Governance |
| Line managing: |  | No line management responsibility |
| Location: |  | Flexible – can work from any Arts Council office |
| Travel: |  | Occasional |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

### Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

### About this role

We are seeking a highly skilled and motivated Project Management Officer that will be responsible for the planning and scheduling, monitoring and reporting of a wide range of internal projects. This is a new role for the Arts Council of Wales, and we are looking for someone who will complement our existing team and help drive clarity, efficiency and ownership of our project work. You will be able to oversee multiple projects of varying complexity, and you should be methodical with exceptional communication, time and people management skills. You will have experience in supporting and empowering colleagues to deliver their projects within the structure of our governance arrangements.

You will have excellent reporting skills, being able to provide succinct, relevant and timely reports to management and ELT. This role requires a strong understanding of business analysis to effectively gather requirements, analyse data, and provide actionable insights.

The Arts Council of Wales (ACW) can only successfully deliver on its ambitions for the sector through our people and we recognise the importance of having a vibrant culture that leads through our values, is diverse and inclusive, collaborative and focuses on the wellbeing of our staff.

### Principal responsibilities

Project management

* Drive robust project management process and reporting, working with internal teams to identify project requirements, key decision makers/stakeholders, delivery timelines and resources.
* Provide motivation, advice and guidance that promotes succinct, efficient and lean processes within the Arts Council of Wales, using a continuous improvement mindset to drive more effective processes.
* Develop guidance toolkits and frameworks for teams to use when running internal projects, utilising our existing systems and/or recommending improvements to those systems and processes.
* Ensure compliance with industry standards, regulations, and best practices.

Monitoring and analysis

* Monitoring project performance to ensure project progress remains on track, within timeline, requirements, constraints and budget. Monitor scope creep and ensure completion of project milestones and tasks. This will include consideration and review of project plans and associated project risk registers and how these are being consistently monitored, updated and progressed
* Conduct thorough business analysis to gather and document requirements, identify gaps, and propose solutions.
* Compiling and submitting project status reports to management and other stakeholders using best practices.
* Set KPIs and monitor and report on performance
* Ensure arrangements in place for appropriate project evaluation and reporting

Communication and Relationships

* Encourage collaborative working and facilitate communication between project teams, stakeholders, and management.
* Act as a primary point of contact for project teams and provide training and support to team members and stakeholders as needed.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

### Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company, and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward-looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So, we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | Essential | Desirable |
| Qualifications | * Prince 2 practitioner or equivalent relevant qualification/experience. | * MSP certification * BCS Foundation in Business Analysis |
| Knowledge | * Strong understanding of project management methodologies (e.g. Agile, Waterfall) and an understanding on how to apply them to support project planning, tracking and reporting. |  |
| Skills & Attributes | * Process oriented with great organisational skills, attention to detail and focus on prioritisation and quality. * Exceptional collaborator and communicator with strong presentational and reporting skills * Comfortable working with various disciplines and management levels * Excellent analytical, conflict resolution and problem-solving skills. * Proficiency in Microsoft 365 and project management software (e.g., MS Project, MS Teams, Jira, Microsoft DevOps). * Ability to work independently and as part of a team. | * Power BI Skills |
| Experience | * Proven track record of setting up a project management methodology and working with key stakeholders to establish robust but efficient processes. * Experience in collecting, analysing, and presenting project data to inform stakeholders and decision-making. * Experience in co-ordinating across multiple teams to ensure alignment of project activities, whilst identifying and resolving scheduling or resource conflicts. | * Experience in using Microsoft Dynamics * Lean business processes |
| Welsh language |  | Fluency in Welsh (both written and spoken) |