

Public Sector Reform Project Officer

School Place, Kirkwall

At a glance:

Grade: G

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

Ensuring the Public Service Reform Leadership, which includes representatives from Orkney Islands Council, NHS Orkney and the Integration Joint Board, are fully supported on all matters relating to Public Service Reform in Orkney.

For application support contact hrsupport@orkney.gov.uk or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Report to the Public Sector Reforms Project Manager to support all work related to the Public Service Reform agenda in Orkney.

Research, write and co-ordinate quality briefings to the Orkney Steering Group (Public Service Reform).

Support work to identify potential future risks and opportunities, societal changes, developments, emerging issues, or policy shifts that the Orkney Steering Group (Public Service Reform) should be aware of.

Work closely with the Orkney Steering Group (Public Service Reform) to ensure that agreed decisions are embedded within all strategies, plans and documents related to Public Service Reform in Orkney.

Gather and interrogate data across the Council, NHS Orkney and the IJB in respect of common areas of activity, liaise with service professionals, and support formulation of proposals around increased collaboration and integration of specific services assets, facilities, knowledge and resources.

Liaise with service professionals in gathering and interrogating data and support formulation of proposals for streamlining systems of governance, performance monitoring and control that currently exist across the three aforementioned organisations in ways that align with the Four Principles set out in the Orkney Route map to Reform.

Support the OIC and NHS Orkney Communications Teams in responding to media enquiries relating to Public Service Reform, and draft speeches related to PSR for OIC/NHSO officials where required.

Support the Project Manager to ensure the most streamlined and efficient approach to the work of the Public Service Reform agenda within the Project Team.

Support the Strategic Project Manager to co-ordinate and oversee business processes relevant to the work of the Public Service Reform agenda within the Project Team.

Support the Project Manager on the budget setting and reporting processes related to the Public Service Reform agenda within the Council.

Keep up to date with all work related to the national and local policy agenda which may affect or influence the Public Service Reform agenda in Orkney.

Represent both the Council and NHS Orkney at events, meetings and discussions relating to the work of the Public Service Reform agenda and deputise for the Project Manager where required.

Update and maintain an internal process for storing all project documentation related to the Public Service Reform agenda which can be accessed by the Orkney Steering Group (Public Service Reform) and relevant OIC and NHSO officials.

Co-ordinate public engagement processes where required that ensure that the views of Orkney's public, businesses and other stakeholders are at the centre of service planning, design and review in relation to Public Service Reform. This would involve working closely with Healthcare Improvement Scotland, OIC, NHSO and Scottish Government consultation and engagement teams.

Be a point of contact for the Public Service Reform agenda within the Project Team and engage with the OIC and NHSO Communications Teams in relation to media research and briefings on topical issues related to PSR.

Provide support to members of the Orkney Steering Group (Public Service Reform) on political engagement matters and ministerial visits as required.

Co-ordinate and administer meetings related to the Public Service Reform agenda, on the instruction of the Project Manager who will report directly to the Steering Group, including scheduling of meetings, coordinating with colleagues, booking rooms, preparing agendas, and minute taking where required.

Ensure that all project work related to the Public Service Reform agenda aligns with objectives set out within all relevant national and local plans and strategies.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

- The minimum knowledge required for this role can be evidenced by either:
- Holding a qualification at SCQF 6/7 i.e., SVQ3, National Certificate, Foundation Apprenticeship, Higher, Advanced Higher, Scottish Baccalaureate, HNC, Certificate of Higher Education in a relevant subject area
- or
- Having a minimum of 3 years previous relevant experience, working in a relevant field
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- Experience working within a project or change management environment. Understanding of the processes and challenges when supporting or embedding change in organisations or services.
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- Strong written and verbal communication skills, including the ability to draft and edit a wide range of materials such as briefings, speeches, public consultations and press comments / releases with exceptional attention to detail and an ability to write clearly and concisely.
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- Strong ability to analyse, scrutinise and understand complex issues and information and to present it in a clear and understandable way.
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- Significant experience of working collaboratively with colleagues within an organisation and/or external partners.
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- Significant experience of working in a complex and fast-paced environment, recognising that priorities can shift and change, and flexing to meet the most pressing need.
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Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure Check	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	No