



Comhairle nan Eilean Siar

Employment Package

Salary: £29,613 - £32,642 Per Annum, Pro Rata

Distant Islands Allowance: £2,997 Per Annum, Pro Rata

Duration: Fixed Term for 5 Years

Employee Benefits

- 35 days annual leave, increasing to 40 days after 5 years, inclusive of Public Holidays (pro rata)
- Local Government Pension Scheme
- Generous Maternity, Paternity and Sick pay benefits
- Comprehensive induction
- Employee Assistance Programme



PROJECT SUPPORT OFFICER

Job Purpose

The Project Support Officer will support the overall aim of delivering the Comhairle's major capital projects within the required programme, cost and quality parameters. The Project Support Officer will provide a comprehensive project related business, administrative and technical support role to the Strategic Lead and the wider project delivery team. The role will support the process of progressing projects from inception to completion, commissioning and handover, providing a key role in executing good project governance across projects. The post will interface with key service areas, including education, sports, health and social care as well as other Comhairle corporate functions, and will involve liaison with client departments, Design Team members, property/construction professionals and the project supply chain.





COMHAIRLE NAN EILEAN SIAR

Job Description

Job Title:	Project Support Officer	Job Number:	TBC
Department:	Assets & Infrastructure	Grade:	E
Location:	Stornoway	Date:	2026
Responsible To:	Senior Project Delivery Manager		

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Duties

Corporate and Strategic Responsibilities

1. Effectively manage all allocated resources including finance, equipment/material, information and time.
 2. Work in a corporate and co-operative way with all Managers, Members and employees.
 3. Continually reviewing service performance and striving to improve the quality and efficiency of the services within your functional area.
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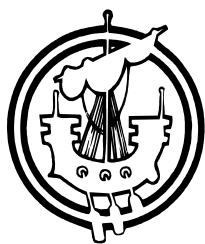
Service Responsibilities

1. Providing project related business and administrative support to the Strategic Lead including the management of all correspondence and project documentation. This includes editing of reports, minutes, correspondence and file management of project documentation such as drawings, specifications, instructions and other contract forms as required.
2. Coordinating project team, sub team meetings including scheduling dates, preparation of Agenda papers and production of minutes as required.
3. Scheduling and clerking project-specific and other relevant multi-agency governance and management forums and public engagement events.
4. Assist in the regular reporting requirements for Project Teams, Project Boards and Comhairle Committees.
5. Manage and approve payments, process invoices, IDTs, and the requisitioning of supplies and services as required.
6. Assist in the preparation and maintenance of project cost plans and cashflow forecasts to ensure projects are delivered within budget.
7. Manage the implementation of Furniture Fittings and Equipment (FFE) procurement strategies, including seeking cost information, FFE budget setting, liaising with suppliers, placement of orders and coordinating delivery and installations.

8. Develop and maintain project control documentation such as action trackers, planning condition trackers, change control, risk registers, etc.
9. Ensure efficient and effective data management through as part of the Comhairle standard systems (e.g. sharepoint Microsoft Teams, etc) and construction document/project management system software which may be used by external partners.
10. Provide advice, support and aftercare to client departments, service providers and service users at key stages of the project lifecycle such as periods of commissioning, handover, decant and migration.
11. Manage and participate in stakeholder consultation events and implement findings as necessary.
12. Support the review and comment upon drawing, specification and other technical information as part of brief development and design development.
13. Undertake site visits to inform brief development, project knowledge and to support the regular site meeting functions as required.
14. Provide support in representing the Client Department/Comhairle at design team meetings, progress meetings and other technical meetings as required.
15. Provide support in representing the Comhairle at meetings with its public sector partners and other project stakeholders.
16. Undertake project work as directed by the Strategic Lead.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. Uphold and positively promote the Comhairle's Equal Opportunities Policy in service delivery and employment practices.
3. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
4. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
5. This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.



COMHAIRLE NAN EILEAN SIAR

Person Specification

THIS FORM LISTS THE ESSENTIAL AND DESIRABLE CRITERIA REQUIRED. APPLICANTS WILL BE SELETED ON THE BASIS OF MEETING THE CRITERIA. PLEASE ENSURE YOU COMPLETE YOUR APPLICATION FORM CONSIDERING THE CRITERIA BELOW.

POST TITLE: Project Support Officer

POST NUMBER:

CRITERIA		ESSENTIAL		DESIRABLE
Knowledge	E1	Knowledge of office procedures	D1	Knowledge and appreciation of island culture
	E2	Good understanding of the Microsoft Office 365 suite, (Word, Excel and Teams in particular) and Adobe.	D2	Knowledge of project delivery principles
	E3	Knowledge of project governance and project delivery principles (public, private or third sector).		
Skills and Abilities	E4	Excellent IT skills.	D3	Able to use cloud-based document and information management software such as Viewpoint for Projects and/or similar software.
	E5	Excellent verbal and written communication skills.		
	E6	Able to work on own initiative and as part of a team.		
	E7	Able to work well under pressure, manage conflicting priorities and to tight deadlines.		
	E8	Able to engage with a wide variety of individuals and organisations.		
	E9	Able to maintain confidentiality at all times.		
	E10	Excellent organisational skills.		
	E11	Excellent communication skills.		
	E12	Excellent numerical skills		
Education and Experience	E13	Educated to Degree level or equivalent relevant office experience.	D4	Project (capital or operational) experience or other project related work.
			D5	Ability to speak, read and write Gaelic
Other Factors	E14	Willing to undertake training.		
	E15	Flexible approach to working hours, able to work outside normal office hours if necessary.		