

## JOB DESCRIPTION

**Job title:** Performance and Project Support Officer  
**Directorate:** Countryside Policy and Management  
**Grade:** 2

### JOB CONTEXT / DIMENSIONS/ RELATIONSHIPS:

**Reports to:** Performance and Project Manager  
**Manages:** None  
**Liaison with:** All stakeholders internal and external.

### JOB PURPOSE:

- Facilitate project delivery and reporting across the SDNPA.
- Produce and analyse corporate performance information
- Manage the process for monitoring performance and evaluative information to feed into corporate improvement

### KEY ACCOUNTABILITIES:

- Develop and keep under review governance arrangements for projects.
- Provide advice, support and guidance for project leads
- Ensure regular evaluation of projects is carried out and recorded consistently either in house or by commissioning external evaluators
- Maintain knowledge base of projects and learning from project evaluations.
- Lead on active collation, monitoring and reporting of improvements that follow from learning and evaluation
- Provide status reports on project progress and financial expenditure,
- Provide a corporate resource for project leaders
- Lead on the production of performance information and administration of any performance management systems used, as required.
- Lead or participate in cross-functional working groups as required.
- Work with officers to support cross-organisational working both within the SDNPA and with partner organisations.
- Demonstrate a commitment to the culture and values of the SDNPA
- Be a strong advocate of SDNPA systems and processes
- Other duties requested by the SDNPA in line with the grading of this post.

### CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection Act

- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role