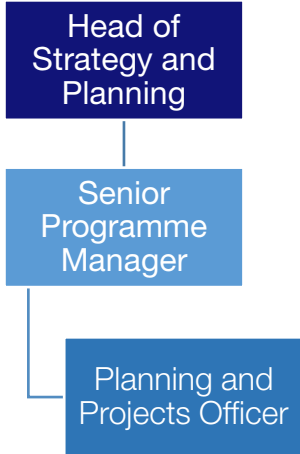


<p>Job Title Planning and Projects Officer</p>	<p>Directorate and team This role sits in the Strategy and Planning in the Corporate Services Directorate</p>  <pre> graph TD A[Head of Strategy and Planning] --> B[Senior Programme Manager] B --> C[Planning and Projects Officer] </pre> <p>Job and reporting Line This role reports to a Senior Programme Manager within the Strategy and Planning team.</p>
<p>Key focus of the role</p> <ul style="list-style-type: none"> Oversee and support the business planning and impact measurement framework to ensure effective delivery of our strategy Oversee and embed our cross-charity project prioritisation approach Drive our corporate project management approach and capacity. 	
<p>Key deliverables</p> <ul style="list-style-type: none"> Support our outcome-led planning approach - through guidance, communications and liaison with senior stakeholders Manage and maintain key reporting systems and processes for impact measurement Manage and maintain key reporting systems and processes for our Keeping Safe, Legal and Healthy risk management framework Embed the internal working group and project tracker system which enable the charity to plan and prioritise its projects Support the ongoing development of a corporate approach to project and programme management - through tools, templates and building organisational capacity To horizon scan, critically review and analyse good practice in impact measurement and reporting, project and programme management from other organisations to inform the organisation's approach. 	
<p>Contractual information</p> <ul style="list-style-type: none"> Contract type: Permanent Hours: 35 Pay range: Band 6 	
<p>Key working relationships</p> <ul style="list-style-type: none"> Outcome and Driver Programme Managers Programme Co-leads and Steering Groups, and other senior leaders Delivery teams across the charity - in particular IT, Digital, Marketing & Communications, Information Governance, Internal Communications, Legal, Insight and Analysis 	

All jobs at Diabetes UK are based on our competency framework called the **What-How Framework**. In the following sections we've listed:

- the key activities you'll undertake (**the What**) and
- the skills, knowledge, experience and behaviours you need to be successful in this role (**the How**).

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Key activities – What you need to do

Improving Delivery	Making Change Happen	Communicating with others	Collaborating with Colleagues
<p>1. Support the outcome led planning approach, including guidance, communications and co-ordination across the charity, making recommendations for improvement</p> <p>2. Manage the organisation wide co-ordination of projects, leading a cross-organisational working group which makes decisions on priority and scheduling for organisational projects within the prioritisation framework (S)</p> <p>3. Manage and maintain systems and reporting, and recommend improvements for our Keeping Safe Legal and Healthy risk management framework.</p>	<p>4. Implement the organisation wide impact measurement approach, engaging directly with managers of teams to embed the approach, transfer skills and build organisational capacity (S)</p> <p>5. Oversee our corporate project and programme management approach, key tools, guidance and support, and working with Learning and Development to build organisational capacity and identify ways to continuously improve our corporate approach</p>	<p>6. Implement cross-organisational approaches to outcome led planning, impact measurement and project management, engaging with teams effectively to enable the approaches to have impact (S)</p> <p>7. Tailor materials and guidance to a range of audiences to enable them to adopt new ways of working</p> <p>8. Communicate across the charity and tailor messaging appropriately for different audiences to build knowledge, awareness and understanding of our strategy, planning, impact and risk approaches (S)</p>	<p>9. Work collaboratively and influence teams across Diabetes UK to ensure effective planning, prioritisation and reporting, supporting and enabling teams to work more effectively</p>

Skills, knowledge, experience and behaviours – How you need to do it

When applying, focus on the bullet points that are **bold and marked with (S)** only. We will use these elements for shortlisting purposes.

Improving Delivery	Making Change Happen	Communicating with others	Collaborating with Colleagues
<p>1. Experience of supporting and challenging organisations to improve in at least two of the following areas: planning; project management; impact measurement and reporting (S)</p> <p>2. Demonstrate and maintain technical expertise in impact measurement and reporting on impact to enable a learning approach to improve delivery of the organisation’s strategy (S)</p> <p>3. Demonstrate excellent organisational and prioritisation skills to be able to manage multiple deadlines and activities</p>	<p>4. Able to use digital tools effectively to support planning and prioritisation (S)</p> <p>5. Experience in managing cross-organisational change projects for new systems, processes and approaches (S)</p> <p>6. Resilient with a solution focussed approach and can-do attitude</p> <p>7. Able to inspire and support colleagues to embrace and deliver change by having open discussions about the impact of change on them.</p>	<p>8. Strong skills in communicating new and complex ideas in written and digital formats</p> <p>9. Solution focussed and supportive approach with the ability to empathise.</p> <p>10. Experience and confidence in planning and facilitating meetings and workshops with range of colleagues and external stakeholders.</p>	<p>11. Personal impact to build relationships and networks across the charity to co-ordinate and galvanise support for change activity (S)</p> <p>12. Able to work with a high level of initiative and be confident to identify barriers and make recommendations for improvement</p>

Qualifications – Qualifications you need to carry out this role

N/A