**Job Description**

**Role title: Project Support Officer**

**Reports to: Project Managers**

**Grade: Scientist**

**Sector: Land**

**Division:** **Aspect Ecology**

**Background**

Aspect Ecology (part of APEM Group) specialises in providing ecological consultancy services to a well-established base of high profile clients in both the public and private sectors. Our Oxfordshire based team has a wealth of experience and expertise advising on an extensive range of projects and sites nationwide with a focus on integrating ecological habitats and wildlife benefits within new development sites. Please see our website for more details: [www.aspect-ecology.com](http://www.aspect-ecology.com)

Due to the success and expansion of the business, we have an excellent opportunity for a Project Support Officer (PSO) to provide project support to our busy teams within a professional and friendly team environment.

**Purpose / Scope of role**

The Project Support Officer (PSO) role will provide support for the effective and efficient delivery of projects within Aspect Ecology with a focus on invoicing and financial efficiency. This will entail working closely with project managers on the administration of specific projects, providing hands on support with project setup, processes and financial health so as to deliver project efficiency and drive business outcomes.

The PSO will report locally while also working as part of the wider APEM Project Management Office (PMO) which is responsible for supporting APEM Divisions and central functions in the delivery of our client projects and strategic plan.

**Key Responsibilities**

The successful candidate will:

* Provide high quality business support to project managers, including managing projects within our financial management system. A core task will be to undertake and co-ordinate monthly client invoicing.
* Ensure project related systems, records and databases are accurate and kept up to date and track relevant project documents and activities to support project assurance and adherence to project management best practice and governance mechanisms.
* To manage project administration such as raising purchase orders, sourcing equipment, obtaining documentation to approve sub-contractors and obtaining their risk assessments for each project.
* Monitor project programmes and budgets and prepare project and budgetary status reports.
* Liaise with other departments across the business and provide financial troubleshooting when necessary.
* Assist with financial audit when required.
* Provide operational support to internal teams and co-working with the wider APEM business regarding programme management, inter-company trading and associated team resourcing.
* Strengthen relationships across the team and within the wider business.
* Provide appropriate cover for other members of the project management team when required.
* Complete specific training modules for your role alongside mandatory health and safety training modules.

The role will entail working closely with the Finance Team, and project managers regarding specific projects, providing hands on support, project reviews and invoicing, as well as working with wider APEM management teams and processes, to improve project delivery and support business development.

**What success looks like in this role**

* PSOs add tangible value to project delivery and drive improved outcomes.
* PSOs build great relationships with their project teams and have a strong understanding of the projects and their objectives, which enables them to support effective delivery and business improvement.
* PSOs use their knowledge to leverage financial systems as a tool to support project delivery effectively, share best practice across their teams and recommend improvements.
* The high-quality and proactive support provided by PSOs ensures that project systems and records e.g. within the project financial management system (Deltek), are well maintained and up to date, and that omissions and exceptions are identified and resolved swiftly.

**Skills/Knowledge/Experience/Qualifications**

**Essential**

* Excellent organisational and administration skills and at ease with financial systems;
* A methodical approach with strong attention to detail and thoroughness in conducting tasks.
* Excellent IT skills (including Microsoft Office) and ability to quickly learn to use systems and tools.
* Strong verbal, written and communications skills and ability to develop relationships to obtain information.
* Self-motivated and able to work on your own initiative with a focused and diligent approach to work, and pride in delivering accurate and timely results.
* The ability to work on a high volume of projects on a monthly cycle.

**Desirable**

* Experience of supporting project management, including direct project support/coordination functions;
* Experience of using project management tools and programmes such as Deltek Vantagepoint or similar project-centric financial management software (ERP).
* Experience of completing project documentation i.e. project plans and templates, risk registers, benefits profiles, status reports and/or user guides.
* PRINCE2 / APM qualification.

**About Aspect Ecology**

At Aspect Ecology, we specialise in providing ecological consultancy services to a well-established base of high-profile public and private sector clients. Our Oxfordshire-based team has a wealth of experience and expertise advising on an extensive range of projects nationwide with a focus on integrating ecological habitats and wildlife benefits within new developments. We are a professional and friendly team of enthusiastic ecologists who thrive on innovation and delivering a high quality output to our clients – see our website for more [www.aspect-ecology.com](http://www.aspect-ecology.com) and follow us on LinkedIn <https://www.linkedin.com/company/aspect-ecology-ltd-/>.

**Our Values**

Our most important assets are our people who work here. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People - We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**