

## Job profile – IT Systems Project Officer

Role	Fixed term for 12 months (with a potential to extend)
Hours	Full time, 35 hours per week
Office base	Hybrid, dual location – Westminster in central London and your home address. You will work from the office from time to time. This will not follow a regular pattern as we get together as and when needed to meet business needs. Travel expenses from home to office are funded for required business travel. You must be willing and able to commute into the office as and when required.
Grade	Officer
Salary	£44,700 to £54,650 plus 10% non-contributory pension scheme and 28 days leave per year (rising to up to 30 days after 3 years' service, and to 32 days annual leave after 5 years' service) plus bank holidays and a range of optional benefits such as health cash plan and private medical insurance.
Reports to	IT and Systems Projects Manager

## About PSAA

Public Sector Audit Appointments Limited (PSAA) is an independent company limited by guarantee incorporated by the Local Government Association in August 2014.

We are a not-for-profit company with 35 employees and a Board of five directors.

In July 2016, the Government specified PSAA as an appointing person under the provisions of the Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015. As an appointing person PSAA is responsible for appointing auditors, setting scales of fees for eligible bodies that have chosen to opt into its national scheme, overseeing issues of auditor independence and monitoring contract compliance of the audit firms with whom we contract.

For the period from 2023/24 to 2027/28, over 99% of local government bodies, such as local councils, police and fire bodies and national parks, opted to join our scheme rather than appoint their own auditor. In late 2022 we completed our very significant procurement of external audit services for the delivery of an annual audit for the next five years to over 450 local government bodies, our clients.

The company is staffed by a team with significant experience of working within the context of the regulations to appoint auditors, managing contracts with audit firms, and setting and determining audit fees, and a small team providing business and project support services.

In December 2024 the Government announced plans to create the Local Audit Office (LAO) and to transfer all PSAA's functions into this new organisation. The date of transfer is likely to be between Autumn 2026 and April 2028. The government has begun early discussions with us about PSAA staff transferring into the LAO.

You can find out more about who we are and what we do in the [About Us](#) section of our website.

## The Role

The role will provide dedicated support for the IT and Systems workstream which is part of an overall programme of work to prepare PSAA for transitioning to the LAO. It will work closely with the IT and Systems Manager, the Assistant Manager IT Projects and a range of colleagues across PSAA to support the planning and delivery of IT and Systems related aspects of the transition, including the migration of systems, data, and software licensing where required. It aims to ensure secure and uninterrupted access to critical platforms and services, both during and after the transition, coordinating with the LGA and other key solution providers.

The IT Projects Officer will provide proactive operational support to deliver the five significant projects within this workstream:

- Applications & Licencing – to document all systems, licences, and maintenance agreements. Assess transferability and where appropriate plan and implement migrations and decommissioning of non-transferred systems.
- Non-email data – to document clear data retention rules, select tools to identify and manage data, and review systems to retain only essential information. Align with regulatory guidance, update asset registers, and remove obsolete data with approval.
- Email data – to document clear data retention rules for email data, select tools to identify and manage data, and review to retain only essential information. Align with regulatory guidance and remove obsolete data with approval.
- Physical IT assets including network access and cloud services – to maintain the IT asset register, assess future asset needs, and plan disposal of unused equipment.
- Delivering the actual transition – to plan, prepare, test, and execute the transfer of licences, email and non-email data, and physical IT assets.

## Key Responsibilities

- Assist the programme and workstream manager in planning, scheduling and tracking implementation and LAO transition activities
- Maintain project documentation, action logs and risk registers
- Assist with the inventory and mapping of existing IT assets, systems and data
- Use tools such as Excel and SharePoint to manage data and project records
- Gather and document user requirements, processes and concerns during the transition
- Document common issues and solutions for future reference
- Support data cleansing and validation activities under supervision
- Ensure all transition activities comply with relevant data protection and security policies
- Assist in preparing documentation for systems, licences, and data inventories
- Provide operational support for testing and migration activities
- Coordinate meetings, workshops and communications to support project delivery
- Help to develop and deliver training on systems and processes
- Respond to user queries and provide basic technical support during transitions

- Collaborate with colleagues to ensure smooth delivery of project milestones
- Escalate issues appropriately and seek guidance when needed

This job description indicates the range of duties and responsibilities to be undertaken but does not detail every activity. The post holder will be required to perform other reasonable tasks to meet the operational needs of the company.

## **Skills required for this role**

### **Essential**

- Advanced IT skills, including advanced use of Excel, PowerPoint, Word, SharePoint, and Teams
- Excellent organisational and time management abilities, with a proven capacity to manage multiple priorities and meet deadlines in a fast-paced environment
- Sound understanding of data protection and governance principles, ensuring compliance with relevant standards and regulations
- High level of attention to detail, ensuring accuracy and quality across all outputs
- Effective oral and written communication skills, with the ability to engage confidently with stakeholders at all levels, offer constructive challenge, and express informed opinions
- Strong team-working skills, with the ability to collaborate across cross-functional teams and adapt flexibly to meet corporate objectives
- Well-developed interpersonal skills and the confidence to interact professionally with individuals at all levels
- Ability to work independently, exercising sound judgement and knowing when to seek advice or escalate issues
- Solid project management capabilities, including an understanding of progress tracking, risk management, and dependency coordination

### **Desirable**

- Experience in organisational transitions or system migrations
- Experience in stakeholder engagement and cross-functional collaboration
- Awareness of cyber security best practices
- An understanding of developments in public audit and the wider auditing profession
- An understanding of the issues facing public services
- An understanding of the audit regime within which PSAA operates