

Post Specification

Date	April 2024
Post Group Number	6564
Post Title	Programme Control Officer
Job Family	Organisational Support
Job Family Role Profile	OS11
Final Grade	Grade 11

To be read in conjunction with the [job family role profile](#)

Service Area description	
<p>The Sustainable Transport and Highways Consenting Team develop and deliver strategies, policies, and projects to support inclusive, sustainable and integrated Highways / transport projects across the Westmorland & Furness area. This is a key post based primarily within Highway Delivery which supports the development of infrastructure projects, responds to major projects (including Nationally Significant Infrastructure Projects (NSIPs) and contributes to place-based economic growth. The team sits within the Thriving Places Directorate.</p>	
Purpose of this post	
<p>To provide a programme control function for Infrastructure projects (A66 NTP) managing the Council's contribution to this infrastructure planning, to support infrastructure development identified in local plans, transport infrastructure and place-based economic growth.</p>	
Key job specific accountabilities	
<ol style="list-style-type: none"> 1. Manage and control programme delivery information including financial data, programme milestones, approvals, and risks. 2. Analyse trends and identify areas for improvement within project and programme delivery. 3. Support the delivery of projects within a programme of activity. 4. Work with internal or external stakeholders to agree project scopes and outputs. 5. Project manage small-to-medium scale projects. 6. Support the project or programme management relating to larger and complex projects or programmes under the direction of the project or programme lead. 7. Co-ordinate project or programme delivery across all stages. 8. Identify issues and risks and seek solutions to these or escalate as required. 9. Assist the procurement of works with consultants for project delivery. Assist with project financial controls including purchase orders and invoicing. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • Providing project control services across the Sustainable Transport and Highways Consenting Team projects and programmes.
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> • None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<p>Essential</p> <ul style="list-style-type: none"> • Experience of project or programme management techniques and methodologies. • Experience of operating IT systems and software (including Microsoft Excel). 	

- Ability to work systematically and to effectively prioritise tasks.
- Positive approach to team working.
- Solution-focussed with ability to resolve challenges through own initiative.

Desirable

- Awareness of project management tools including Microsoft Project software.
- Awareness of procurement processes and regulations.
- Knowledge of finance processes.
- Experience of engaging and working with external consultants.

Disclosure and Barring Service – DBS Checks

This post does not require a DBS check.

Job working circumstances

Emotional Demands	Minimal
Physical Demands	None
Working Conditions	Office Based

Other Factors

To model and display the corporate standards of behaviour.