

## Post Specification

<b>Date</b>	<b>May 2024</b>
<b>PG Number</b>	<b>6279</b>
<b>Post Title</b>	<b>Programme Assistant</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS9</b>
<b>Final Grade</b>	<b>Grade 9</b>

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

<b>Service Area description</b>	
<p>This is a key post within the Capital Programme team is directly responsible for the delivery of the Council's capital programme approx. £60m p.a. and the management of the Corporate Landlord function. Supporting a diverse range of front-line services and back office functions including Children's Services, Adult Services, Highways, Corporate Buildings and Fire Service.</p>	
<b>Purpose of this post</b>	
<p>To support the establishment, coordination, management and delivery of specific projects and programmes.</p> <p>To contribute to the successful implementation of the Capital Programme and Corporate Landlord by supporting an innovative and creative approach to strategic investment in Cumbrian communities.</p>	
<b>Key job specific accountabilities</b>	
<ol style="list-style-type: none"> <li>Under the direction of the Programme Lead/Team Leader, support the delivery of projects within a programme of activity and within budget so as to contribute to the long-term strategy of project delivery within the Capital Programme and Corporate Landlord function. Frequently working with a number of internal or external stakeholders to establish and agree project scopes and outputs.</li> <li>Facilitate all aspects of programme/project support in relation to Auto Cad/Corel Drawings/Utility Mapping. Maintain programme / project performance/asset management information. Support the control and management of delegated funding of up to £5 million per annum in line with County Council Constitution.</li> <li>Co-ordinate programme / project delivery across all stages of programme / project life-cycle.</li> <li>With support identify the services and work that must be procured to complete projects. Assist the commissioning of works with consultants and contractors. Co-ordinate consultants and contractors to ensure that work awarded is carried out in a timely fashion. Contribute ideas on new and innovative support systems that improve and help reshape service delivery across the unit to ensure such systems provide an integrated structure and most effective solution for the unit as a whole.</li> </ol>	
<b>Please note annual targets will be discussed during the appraisal process</b>	
<b>Key facts and figures of the post</b>	
<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>Co-ordinating and supporting a series of inter-related projects or programmes of projects within an agreed programme with an annual value up to £20m.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>No direct management responsibilities</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	

- Experience of project or programme management techniques and methodologies.
- Knowledge of finance systems in particular local government finance systems and financial standing orders.
- Experience of engaging and working with external consultants.
- HND or equivalent in related professional discipline.
- Familiarity or MS project software.
- Familiarity and understanding of procurement processes is desirable.
- Ability to work systematically and to effectively prioritise tasks in a pressured delivery environment.
- Ability to problem solve through creative thinking.
- Positive approach to team working.
- Solution focussed with ability to resolve challenges through own initiative.

### Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

### Job working circumstances

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Minimum exposure</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Normal effort required</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• No additional demands</li> </ul>

### Other Factors

Westmorland and Furness Council is undertaking a step change in its modernisation and efficiency programme. The capital programme and property team is fundamental to the success of this through the delivery of major works programmes that directly support the communities of Cumbria and also in the delivery of corporate assets critical to modernised working.