

Post Specification

Post Specification - Key Information

- **Post Title: Programme Officer – Climate and Nature**
- **Date: May 2025**
- **Post Group Number: 8576**
- **Job Family: Organisation Support**
- **Job Family Role Profile: OS11**
- **Final Grade: 11**

To be read in conjunction with the job family role profile.

Service Area Description

Climate Change and Natural Environments, Thriving Places.

Nature and Climate Change are key priorities of Westmorland and Furness Council having declared both a climate and biodiversity crises. W&F are aiming to be at the forefront of climate change, nature recovery and climate adaptation, helping the area to reach net zero carbon, creating a better environment so our nature can thrive and helping our communities to become more resilient to the changing climate.

Purpose of this Post

To provide a consistent and quality service for the management and administration of the Climate Change, Climate Adaptation and Nature Recovery programme. Working with colleagues across the Climate and Natural Environment service to provide a reporting and administration function to manage the overall programme, including setting up and implementing a function for reporting on the delivery of each of the climate change/climate adaptation/nature and biodiversity action plans, coordinating dependencies, risks, progress, benefit realisation, reporting and change control.

Key Job Specific Accountabilities

1. To lead the provision of a professional programme reporting and administration support function to the service managers who lead on: Climate Change, Climate Adaptation and Nature Recovery projects.
2. To include (but not limited to): timely reporting against key action plans, comprehensive document/information management, , ability to deal with sensitive issues and be able to problem solve, communicating key issues and/or risks to Service Leads/Mangers and Senior Management.
3. To provide support, advice, and guidance to colleagues across the Climate and Natural Environment service, in line with the Council's approach to project and programme management methodology (adopting a proportionate risk-based approach), to service managers managing projects (and where appropriate time limited capacity).
4. On occasion, where appropriate, act as Project Lead on behalf of the Climate and Nature Service for specific projects to ensure successful delivery and achievement of benefits.
5. Provide timely updates on progress to Members and Senior Officers, ensuring the programme delivery is on time and in budget.

6. Develop and manage the reporting tool required for use across the team to report updates.
7. Work with project managers to ensure our partnership arrangements for delivery of joint work is included as part of the programme of reporting.
8. Develop and manage the communication plan for the overall programme (and work with project managers on individual project comms) and liaise with our Communications Team to provide timely information for social media, events, press releases etc.
9. Develop and manage, with the Service Leads/Managers, inter-dependencies across the three programme areas, providing information to the relevant Service Leads/Managers when conflicts occur, escalating risks as necessary.
10. Develop and manage with the Service Leads/Managers, the realisation and communication of any benefits, so that successes can be measured, reported, and shared effectively.
11. Supporting Service Leads/Managers, and wider team members through the council governance processes and procedures

Key Facts and Figures of the Post

- **Budget Responsibilities:** May have some responsibility for monitoring project expenditure.
- **Staff Management Responsibilities:** N/A
- **Other:** The post-holder may at times be subject to working with highly confidential and sensitive information.

Essential Criteria

- **Qualifications:** Programme Office or Programme Management qualification (e.g. MSP)
- **Knowledge:** High level of knowledge and experience in supporting projects and/or programmes of change using formal project management methodology, including the ability to analyse and present information.
- **Experience:** Considerable experience of working across Directorates with a range of officers of varying levels from the organisation.
- A degree of confidentiality working with sensitive and complex information
- Experience of working with Project, Excel, Pentana or other reporting tools.
- **Expertise:** Strong communication and negotiation skills.
- Ability to manage own work load and being part of a project team, often working on multiple complex issues simultaneously.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** May involve working on multiple and competing priorities at the same time.
- **Physical Demands:** Predominantly office based, with minimal physical demands.
- **Working Conditions:** Predominantly office based but may be required to travel around anchor buildings of Westmorland and Furness or partner offices or service delivery sites.

Other Factors: N/A