



## Cumberland Council

### Post Specification

Date	May 2015
Post Group Number	PG 6278
Post Title	Programme Control Officer
Job Family	
Job Family Role Profile	OS4A
Final Grade	11

To be read in conjunction with the job family role profile

#### Service Area description

This is a key post within the Capital Programme team. The Capital Programme team is responsible for the delivery of the Council's capital programme and supports a diverse range of front-line services and back office functions including children's services, adult services, highways, corporate buildings and fire service. The Capital Programme team is in turn a part of Business Transformation and Change directorate.

#### Purpose of this post

- To manage and control a wide variety of programme delivery information including financial data, programme milestones, approvals and both internal and external reporting requirements.
- To **support** project or programme leads in the management of large, complex or high value projects or programmes.
- To provide project management of small to medium scale projects.
- To contribute to the successful implementation of the Capital Programme by supporting an **innovative** and creative approach to strategic investment in Cumberland communities.

#### Key job specific accountabilities

1. Under the direction of the Senior Programme Manager manage and direct the flow of a wide variety of programme delivery information including financial data, programme milestones, approvals and risks. Analysing trends and identifying areas for corrective action and improvement within the capital programme delivery.
2. 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. Frequently working with a number of **internal or external stakeholders** to establish and agree project scopes and outputs.
3. Act as the project manager in relation to small to medium scale projects working independently and reporting directly to the senior programme manager in relation to these. Also to undertake one or more aspect(s) of the project or programme management in relation to larger and complex projects or programmes under the direction of the project lead or programme lead.
4. Co-ordinate programme / project delivery across all stages of programme / project life-cycle. Identifying issues and risks and seeking solutions to these or escalating to the project / programme lead as required.
5. 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.

Please note annual targets will be discussed during the appraisal process

#### Key facts and figures of the post

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• Providing project control services across a capital programme with a total value of circa £120m.</li> <li>• Up to £2m per annum</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• None.</li> <li>• Lead small project teams under matrix management arrangements.</li> <li>• Lead and manage small teams of external consultants and contractors.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>• Experience of project or programme management techniques and methodologies.</li> <li>• Knowledge of finance systems in particular local government finance systems and financial standing orders.</li> <li>• Some experience of engaging and working with external consultants.</li> <li>• Practical experience in one of the following technical fields is desirable: brownfield site regeneration, building design, transport infrastructure improvements.</li> <li>• Familiarity or MS project software and APM (BOK) or PRINCE 2 project management methodology is desirable.</li> <li>• Familiarity and understanding of procurement regulations is desirable.</li> <li>• Ability to work systematically and to effectively prioritise tasks in a pressured delivery environment.</li> <li>• Ability to problem solve through creative thinking.</li> <li>• Positive approach to team working.</li> <li>• Solution focussed with ability to resolve challenges through own initiative.</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>• This post does not require a DBS check.</li> </ul>	
<b>Job working circumstances</b>	
<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>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• Cumberland Council is undertaking a step change in its modernisation and efficiency programme. The capital programme team is fundamental to the success of this through the delivery of major works programmes that directly support the communities of Cumberland and also in the delivery of corporate assets critical to modernised working. We are expanding our dynamic and high performing team and encourage applications from candidates who relish challenge and share our vision for the delivery of high quality capital programmes which directly support our communities.</li> </ul>	