

# Post Specification

## Post Specification - Key Information

- **Post Title:** Programme Control Officer
- **Date:** December 2025
- **Post Group Number:** PG8882
- **Job Family:** Organisational Support
- **Job Family Role Profile:** OS11
- **Final Grade:** 11

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

## Service Area Description

The Sustainable Transport and Highways Team develop and deliver strategies, policies and projects to support an inclusive, sustainable and integrated transport system across the Westmorland & Furness area. This is a key post based primarily within Major and Strategic Developments in the Sustainable Transport team, which supports the development of infrastructure for new development, 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.

## Purpose of this Post

To provide a programme control function for Major and Strategic Developments and the wider Sustainable Transport Team in managing the Council's contribution to infrastructure planning projects, including NSIPs, infrastructure to support development identified in local plans, transport infrastructure and place-based economic growth (e.g. expansion of BAE Systems in Barrow).

## Key Job Specific Accountabilities

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:** Providing project control services across the Sustainable Transport Team projects and programmes.

- **Staff Management Responsibilities:** None
- **Other:** None

### Essential Criteria

- **Qualifications:**
  - NVQ4/general degree or equivalent, or relevant equivalent demonstrable experience.
- **Knowledge:**
  - Knowledge of finance processes.
  - Awareness of project management tools including Microsoft Project software or equivalent.
  - Awareness of procurement processes and regulations.
- **Experience:**
  - Experience of project or programme management techniques and methodologies.
  - Experience of operating IT systems and software (including Microsoft Excel).
  - Experience of engaging and working with external consultants.
- **Expertise:**
  - Ability to work systematically and to effectively prioritise tasks.
  - 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

- **Emotional Demands:** Minimal
- **Physical Demands:** None
- **Working Conditions:** Office based
- **Other Factors:** To model and display the corporate standards of behaviour.