

## Post Specification

<b>Date</b>	<b>May 2025</b>
<b>Post Group Number</b>	<b>PG4744</b>
<b>Post Title</b>	<b>Development Officer (System/Travel Actively)</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS11</b>
<b>Final Grade</b>	<b>Grade 11</b>

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

### Service Area description

Active Cumbria is one of 43 Active Partnerships covering every part of England and is part of Cumberland Council's Public Health, Customer and Community Wellbeing, and a shared services agreement with Westmorland & Furness Council. Through the provision of leadership, expertise, insight and connectivity, we support local organisations to develop services to achieve a wide range of outcomes through increasing participation in physical activity and sport in communities across Cumbria.

### Purpose of this post

In alignment with the values and behaviours of the Council, advocate and influence stakeholders and partners and empower communities to be more active through the delivery of high quality sustainable interventions. To apply local strategic knowledge and specialised skills to improve health and wellbeing outcomes for communities in Cumbria.

### Key job specific accountabilities

1. Lead on developing productive working relationships with both internal and external partners at a strategic locality level; building capacity, enhancing networks, sharing knowledge and intelligence, whilst applying specialist skills.
2. Lead on the effective planning, management and delivery of a range of local developments, programmes and events, ensuring that robust evaluation and learning process are in place.
3. Have an understanding of national and local strategies and policies relating to the sector and how these can be applied locally in Cumbria.
4. Through the application of specialist skills and knowledge provide insight support, funding guidance and governance advice to a wide range of organisations.
5. Represent Active Cumbria and the Council on internal and external partnership and network groups influencing local strategic decision making through the application of specialist skills and knowledge.
6. Be a proactive member of the Active Cumbria Team contributing to the continuous improvement of the service and the application of national standards including safeguarding and equality and diversity.
7. Support the preparation and completion of Performance Management Reports to a range of key stakeholders.
8. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

**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>Allocation of budgets up to £50,000</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Ability to travel independently</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>Technical, vocational or part-professional qualification at vocational degree level or equivalent experience (NVQ 4).</li> <li>Thorough knowledge regarding the service and relevant legislation.</li> <li>Knowledge of Health and Safety and related procedures and policies and how they apply to the work area.</li> <li>Understanding budget processes and organisational priorities.</li> <li>Knowledge of inward and outward-facing Council issues.</li> <li>Good interpersonal skills including negotiating, conciliating, people management and motivational skills.</li> <li>Some experience of implementing change.</li> <li>Political awareness.</li> <li>Technical proficiency in advanced software applications.</li> <li>ICT skills relevant to the work area.</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>N/A</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	