

# Post Specification

## Post Specification - Key Information

- **Post Title: Trainee Project Lead**
- **Date: March 2026**
- **Post Group Number: 6645**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS7**
- **Final Grade: 7**

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

## Service Area Description

Resources Directorate – Corporate Assets, Fleet and Capital Programme

This is a key post within the Capital Programme Team, the team is directly responsible for the delivery of Westmorland and Furness Council's capital programme approx. £100m p.a. The team is also responsible for management of the Corporate Landlord function, and supporting a diverse range of front-line services and back office functions including Children's Services, Adult Services, Fleet, Highways and Corporate Buildings.

## Purpose of this Post

- Support in the development and delivery of projects included within the Council's Capital Programme.
- Support the project leads in undertaking the procurement and management of contracts.
- Take a supported lead in multiple smaller projects at any or all capital project life-cycle stages from initial feasibility to completion and asset handover.
- Liaise with both internal colleagues and external suppliers as required to ensure project delivery.

## Key Job Specific Accountabilities

1. Carry out defined tasks ensuring project delivery to high quality standards on time and within agreed budgets. Escalate issues and risks to more senior managers.
2. Understand the relevant rules and procedures to ensure compliance with all relevant statutory requirements, financial controls, standing orders, procurement procedures, contract requirements and grant conditions.
3. Support Project Leads to ensure all projects are delivered in line with the Council's programme management requirements and industry best practice.
4. Actively participate in the continuous improvement and development of project management expertise and promoting a culture of high quality project delivery.
5. Support project leads and programme managers in undertaking and managing engagement activities across a wide diversity of internal and external stakeholders.

*Please note: Annual targets will be discussed during the appraisal process.*

## Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** The post-holder must be equally confident at all project stages from inception to completion or be committed to their own development to enable this confidence to be built.

## Essential Criteria

- **Qualifications:** NVQ Level 2 or 3 in appropriate discipline or equivalent or knowledge in the relevant work area.
- **Knowledge:** (Essential knowledge required for the post)
  - Interest in project management.
  - Commitment to continuing personal and professional development.
  - Commitment to keep up to date with changes in the industry sector and local government.
- **Experience:**
  - Able to develop and maintain effective working relationships
  - Able to work under pressure and achieve deadlines.
  - Able to work innovatively to develop more effective service delivery.
  - A flexible approach to work.
- **Expertise:**
  - Computer literate and ability to work with computer systems and Microsoft Office suite of programs
  - Ability to develop project, programme and risk management skills
  - Good communication skills.
  - Self-motivating
  - Ability to develop co-ordination and facilitation skills.

## Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

## Job Working Circumstances

- **Emotional Demands:** Minimum exposure.
- **Physical Demands:** Normal effort required.
- **Working Conditions:** No additional demands.
- **Other Factors:** None.

## Other Factors:

- Able to travel extensively throughout Westmorland and Furness.
- There may occasionally be a requirement to work outside of normal working hours.