

Post Specification

Post Specification - Key Information

- **Post Title: Programme Control Officer – Capital Programmes**
- **Date: January 2025**
- **Post Group Number: 6278**
- **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

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. £60m p.a. and 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

- 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 Westmorland and Furness communities.

Key Job Specific Accountabilities

- Under the direction of the Capital Portfolio 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.
- 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.
- 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 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.

- 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.
- 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.

Key Facts and Figures of the Post

- **Budget Responsibilities:**
 - Providing programme control services across a capital programme with a total value of circa £20m per annum.
- **Staff Management Responsibilities:**
 - No direct management responsibilities
 - Lead small project teams under matrix management arrangements.
 - Lead and manage small teams of external consultants and contractors.
- **Other: (Any other relevant facts and figures)**
 - None

Essential Criteria

- **Qualifications:**
 - HND or equivalent in related professional discipline or equivalent demonstrable experience
- **Knowledge:**
 - Knowledge of finance systems in particular local government finance systems and financial standing orders.
- **Experience:**
 - Experience of project or programme management techniques and methodologies.
 - Experience of engaging and working with external consultants.
 - Practical experience in one of the following technical fields is desirable: brownfield site regeneration, building design, transport infrastructure improvements.
- **Expertise:**
 - Familiarity or MS project software and APM (BOK) project management methodology is desirable.
 - Familiarity and understanding of EU procurement regulations is desirable.
 - Ability to work systematically and to effectively prioritise tasks in a pressured delivery environment.
 - Ability to problem solve through creative thinking.
 - 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:** Minimum exposure
- **Physical Demands:** Normal effort required
- **Working Conditions:** No additional demands
- **Other Factors:** No additional factors

Other Factors:

Westmorland and Furness 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 Cumbria and also in the delivery of corporate assets critical to modernised working.