

Job Description

Service:	Corporate Transformation, Insight and Performance
Job title:	Senior Programme Officer
Grade:	Grade F
Hours of work:	37
Responsible to:	Governance, Insight and Performance Manager
Responsible for	
Direct reports:	3
Indirect reports:	Matrix manage project team resources to ensure delivery
Budget:	£0 however does ensure the programme is within budget and adheres to controls

Purpose of Post:

The Senior Programme Officer will be supporting Programme and Project Managers and/or Programme Leads across the Local Government Reorganisation programme and Transformation projects. There are currently 9 programmes of work which have been established to support the 7 local authorities in the reorganisation of services as a result of LGR.

Due to the size of the programme, there will be a need for the post holder to carry out project management tasks, communication across project/programme stakeholders; within the programme team, staff groups, partner organisations and stakeholder groups within directorates, as well as external stakeholders across the 7 local authorities.

In addition, the role requires an ability to support the Programme Manager/Programme Lead in running Programme and Project Boards, bringing together a wide range of stakeholder groups to support the delivery of the programme outcomes.

A key function will be to support the Gating process for all projects within projects and programmes and to ensure project members fully adhere to the governance processes in place.

Key Deliverables:

Project Management / Support Expertise

- Support the Programme Managers and/or Programme Leads across the LGR delivery programme to ensure the effective delivery of the projects, workstreams and sub-groups.
- Assist with the preparation of reports / plans required for Programme Boards, Project Boards and Workstream meetings in a timely and efficient manner ensuring clarity at all times. This includes ensuring all documentation is maintained.
- Assist project managers and members of the team with the updating and maintenance of the Risk and Issue register for Projects and Programmes.
- Assist with the updating of comms for projects/programmes progress to the Workstream SROs.
- Support the Programme Manager/Programme Lead and Project Managers in managing the programme to ensure that objectives, agreed milestones relating to the programme are delivered for the project to a high quality and against agreed budget targets.
- Lead on the updating of the reporting systems and ensure all members of the project team have made necessary updates and contributions, including Risk and Issue reporting, monthly highlights and financial updates.
- Hold programme team to account to ensure governance and assurance standards and requirements are met.

Partnership Working

- Support the Programme Manager/Programme Lead and Project Managers with effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, across the 7 local authorities delivering LGR in order to ensure the appropriate level of co-ordination and integration of services that will achieve service objectives and secure optimum cost-effective joined-up working.
- Ensure the regular and timely exchange of relevant information with internal and external stakeholders in order to ensure a mutual awareness.
- Support the Programme Manager/Programme Lead and Project Managers by keeping Customers, stakeholder groups and councillors fully updated of work programmes.
- Comply with policies and systems to ensure that feedback from customers, partners, stakeholders and employees can be evaluated such that appropriate action can be taken to provide continuous improvement.

Project Support, Administration and People management



- Setting forward agendas and collating and distributing the various materials within deadlines.
- Lead on regular officer meetings including organisation, agenda planning, recording actions.
- Ensure all formal papers for committees are reviewed and signed off through the appropriate governance.
- Provide a single point of contact for the preparation of papers for the Gating process to ensure projects are progressed and assurance is provided to the programme team.
- Communicate confidently with all stakeholders.
- Manage direct reports to ensure projects governance and support is delivered for each project.

Financial, Contract and Risk Management

- Assist with the project and financial report monitoring, on a monthly basis, highlighting the forward expenditure plan for workstreams and identifying expenditure shortfalls, working with Programme Manager/Programme Lead and Project Managers.
- Understand the requirements of all project management and best practice in the planning, design and delivery of projects and work programmes as well as legislative requirements relating to LGR.
- Record and document contractual processes, commissioning reports and briefs.

	Essential (E) or Desirable (D)	Method of assessment
Knowledge and Qualifications		
The minimum knowledge required to undertake this role and any qualifications or training essential for the role Relevant professional qualification or equivalent experience in project and programme management as well as risk management	Insert whether each criteria is (E) Essential or (D) Desirable Essential	Insert how you will measure criteria has been met e.g.: Application form Interview Assessment task



<p>Qualification</p> <p>Degree or relevant experience in a programme management office at a senior level</p>	<p>Essential</p>	
<p>Office Experience</p> <p>Extensive office experience including diary management and organising events/meetings.</p> <p>Taking and producing accurate minutes.</p>	<p>Essential</p>	<p>Application form</p>
<p>Project Management</p> <p>Excellent understanding of project and risk management.</p> <p>Knowledge and significant experience of delivery of project/change management concepts and methodologies in a complex environment through the project development lifecycle.</p> <p>All round knowledge of capabilities of project management methodology and specifically Risk and Issue management.</p> <p>Good working knowledge of project implementation and how service delivery is impacted by dependencies and interdependencies across complex and major programmes of work.</p> <p>Experience of supporting medium and large sized projects and programmes</p>	<p>Essential</p>	<p>Application form</p> <p>Interview</p>




(£10k-£2m), working with external partners.		
<p>IT Products</p> <p>Excellent Microsoft Project experience and knowledge.</p> <p>Detailed knowledge of Microsoft Project Online.</p> <p>Experience in using MS Word.</p> <p>Advanced level experience of using MS Excel for creating/ maintaining spreadsheets, and conducting data analysis.</p> <p>Experience of using SharePoint for managing documents and version control.</p>	Essential	Application form
<p>Change and Stakeholder Management</p> <p>An ability to build effective relationships and have the ability to challenge others, holding them to account for their actions and using influencing skills to ensure programme aims are achieved.</p>	Essential	Application form Interview
Experience		
Experience the person would need to do the job	Insert whether each criteria is (E) Essential or (D) Desirable	

Experience of working within the public sector. Experience of working within a project office.	Essential	Application form Interview
Extensive experience of supporting major, complex projects and programmes	Essential	Application form Interview
Experience of Risk Management	Essential	Application form Interview
Experience of stakeholder engagement, communication plan creation and implementation	Essential	Application form Interview
Skills and Abilities		
Specific skills the applicant would need to do the job	Insert whether each criteria is (E) Essential or (D) Desirable	Insert how you will measure criteria has been met e.g.: Application form Interview Assessment task
Organisation Highly organised and motivated.	Essential	Interview
Communication Ability to communicate effectively with a range of different stakeholders and manage political sensitivities.	Essential	Interview
Initiative Ability to be proactive and work under own initiative within guidelines.	Essential	Interview
Flexibility	Essential	Interview



A flexible approach to duties.		
Tenacity Confidence to follow up on actions, chase submissions, etc.	Essential	Interview
Attention to detail Expert knowledge of working accurately with large data sets.	Essential	Interview
Planning techniques Ability to use planning techniques to develop project plans.	Desirable	Interview
<p>Decision Making and Impact on Others</p> <p>What impact the decisions made by the post holder would have on others across the Council</p>	<p>Example: Types of decisions required to be made How will decisions made impact across the whole council / team / other departments</p> <p>This role requires a range of aptitudes in order to deploy responsibilities effectively. The post holder will apply experience and project management knowledge to follow the correct decision process.</p> <p>The post holder will support Programme Managers and Programme Leads to make sure paperwork is maintained and shared prior to programme boards. Decisions will be made in conjunction with the programme leads unless related specifically to tasks assigned to them. The post holder will have the ability to make decision regarding the projects they are working on within the tolerances of the project, such as timescale changes. The post holder will be expected to make decisions to undertake tasks and to delivery outcomes.</p>	
<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>Example: Predominantly external customers – high visibility with members of the public</p> <p>Where is the focus of this role in their team, other teams or across the council</p>	

<p>Internal</p>	<p>Directors, senior managers and project team members. 50%</p> <p>Ability to communicate across a diverse community of stakeholders; good networking and influencing skills.</p> <p>Ability to communicate complex concepts to a varied group of stakeholders in a way which is understood by all.</p>
<p>External</p>	<p>Directors, senior managers and partner project team members within the Council and suppliers. 50%</p> <p>Ability to identify clear outcomes and explain requirements to project team members.</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<p>Example: Willing to travel and occasionally work unsocial hours</p> <p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members</p>
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people’s differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>



Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.