

<b>Title</b> <b>Programme Officer</b>	<b>Department</b> <b>Policy, Planning and Corporate Services</b>	<b>Post Ref.</b>
<b>Job Purpose</b> Working across a number of projects within the Programmes and Projects Team to support the design and delivery of specified projects driving transformational change across the Council, to ensure continued delivery of efficient and cost effective services.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To support Programme and Project Managers in the planning and delivery of high governance projects</li> <li>2. Provide support and training to service based project leads in scoping, planning, tracking and closing projects</li> <li>3. Responsible for maintaining key project documentation and putting it to effective use to inform action required within projects or programmes, making adjustment based on agreed decisions</li> <li>4. To deliver specific pieces of work either within existing projects or as discrete pieces of research and/or analysis to support decisions around project feasibility</li> <li>5. Contribute to the governance of the Programme &amp; Projects Team's progress against set targets and plans via the appropriate reporting method, identifying and escalating any potential slippage or risks</li> <li>6. Analyse and interpret information from project leads and other stakeholders to inform the Programmes &amp; Projects Team and project delivery</li> <li>7. Liaise with project leads providing guidance to ensure a consistent corporate approach is applied to project delivery</li> <li>8. Undertake work as appropriate to ensure the smooth progress of projects.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>9. Accurate and honest reporting of project status and key risks to the appropriate Project or Programme Manager</li> <li>10. Embedding change and a culture of continuous improvement across all areas of work</li> <li>11. Building strong working relationships enabling effective and open communication and successful collaboration</li> <li>12. Conducting yourself with integrity and due regard to achieving effective services and value for money</li> <li>13. Actively contribute to the development of the team, sharing knowledge and learning to increase the effectiveness of the service as a whole.</li> <li>14. Adhering to all relevant Council policies and procedures including the delivery of the Council's policies for fairness and respect including setting high personal standards</li> <li>15. Taking personal responsibility for updating your own professional development in line with current practices</li> <li>16. Being a good example yourself, supporting others and encouraging ideas and development</li> </ol>	

**The post holder will perform any duty or task that is appropriate for the role described**

***Person Specification***

***Experience, Knowledge and Qualifications***

1. Evidence of continued professional development, preferably to include a project management qualification e.g. PRINCE2
2. Significant experience of successfully delivering service improvement, change and / or organisational development, preferably within a large multifaceted organisation
3. Significant experience of working, with minimal supervision, in a developmental role (e.g. leading work streams within projects)
4. Significant experience of successfully working with a range of senior managers and stakeholders (e.g. Elected Members) across a large organisation preferably within local government
5. Experience and understanding of financial/budget management
6. Ability to solve problems, recommend solutions and make decisions to drive forward project delivery.

***Skills and Abilities***

10. Well-developed planning skills with the ability to use own initiative to plan and manage and prioritise own work programme, projects and other resources
11. Well-developed communication, presentational, negotiating and influencing skills
12. Ability to effectively use technology to work efficiently
13. Good team working skills, including actively sharing knowledge and information to contribute to team successes and achievements
14. Well developed research and analytical skills with the ability to understand, interpret and relay complex issues
15. Well developed project and change management knowledge and skills and the ability to apply project management methodology.

***Personal Skills and General Competencies***

7. To be positive, flexible, versatile and resilient remaining outcome focussed to achieve success
8. A desire to drive innovation and improve efficiency and effectiveness
9. Take an active role in managing risk, health and safety issues.

Date 07/01/15