

Northumberland County Council - JOB DESCRIPTION

Post Title: Borderlands Senior Programme Officer		Director/Service/Sector: Executive Director of Regeneration, Commercial and Economy		Office Use
Grade: Band 9		Workplace: tbc		
Responsible to: Borderlands Programme Manager (Head of the Borderlands Programme Office (PMO))		Date: November 2019	Manager Level:	JE ref: 3608 HRMS ref:
Job Purpose: The post will underpin major, multi year and multi funded strategic projects relating to the Borderlands Inclusive Growth Deal. The post will ensure that proposals are consistent with the strategic context and ambitions of partners, stakeholders and residents. The post will be responsible for creating and helping to secure commitment to the delivery of the Borderlands Inclusive Growth Deal informed by wide-ranging engagement across the Borderlands area through high level project management skills and the delivery of key milestones across the programme of work.				
This post requires the ability to work with a high degree of autonomy and initiative and to have experience and expertise across a range of professional disciplines including research engagement management; Treasury Green Book project development principles,project management, inclusive economic growth; and operating effectively within a political and governmental framework.				
The post will work with the Programme Manager (Head of the Borderlands PMO) and the Partnership Board and its structures to provide support, information and advice to aid the operation of the Partnership Board.to meet its objectives and strategic priorities.				
Resources	Staff	Line manage the Admin Assistant		
	Finance	Assessing the financial viability of projects and programmes, with individual budgets up to a value of £10,000,000 and managing the project appraisal external support budget.		
	Physical			
	Clients	A variety of internal and external clients, mainly project sponsors.		
Duties and key result areas:				
<div>1. Develops the vision for the Borderlands inclusive Growth Deal along with the Programme Manager.</div> <div>2. Cultivates and effectively utilises relationships with Partnership Board members and wider stakeholders</div> <div>3. Identifies opportunities for synergies across the Borderlands Inclusive Growth Deal programme.</div> <div>4. Lead and manage the development, preparation and presentation of reports, documents and briefings for the Partnership Board, Project and Programme Boards</div> <div>5. Develop and manage the establishment of business processes which meet both Local Authority and Government compliance requirements</div> <div>6. Manages the monitoring and evaluation of the Borderlands Inclusive Growth Deal.</div> <div>7. Participates in, and presents to the Partnership Board.</div> <div>8. Represents the Borderlands Inclusive Growth Deal programmes. at a local and national level</div> <div>9. Leads on key actions supporting the development and implementation of the Borderlands Inclusive Growth Deal.</div> <div>10. Line manages the administrative support.</div>				

11. Manage the submission of applications to the Borderlands Partnership Board within the Borderlands area.
12. Provide professional advice, guidance and support on Business Case development to Treasury Green Book principles
13. Manage the completion of technical legal grant funding agreements which comply with external funding regulations and minimise risk to the Accountable Body
14. Provide advice and support for the drafting of new scheme grant offer letters.
15. Prepare concise and coherent reports to a professional standard for Lead Officers, Borderlands Programme Manager, CE Group and the Partnership Board.
16. Manage commercial-in-confidence information and maintaining commercially sensitive systems.
17. Undertake quality assurance reviews of appraisals, contracting and document control where separation of duties allows.
18. Arrange and deliver training to ensure that partners have required knowledge to develop business cases and understand internal governance procedures
19. Develop and design guidance for use by external and internal partners on the Partnerships procedures and protocols
20. Contribute to the effective internal and external communications systems within the team, including web-site, bulletins and social media.
21. Deputise for the Borderlands Programme Manager both internally and externally when required.
22. To maintain and update personal skills and knowledge; aligned with changing funding regulations, practice and delivery.
23. Attend, as a representative of Borderlands PMO, workshops / seminars held by funders and ensure that relevant information is disseminated to senior officers and project applicants.
24. Support the work of the PMO in a management capacity
25. Other duties appropriate to the nature, level and grade of the post.

Work Arrangements

Transport requirements:	Office based with some travel to projects and meetings throughout the Borderlands area.
Working patterns:	Flexible working arrangements with the need to work outside of normal working hours as required.
Working conditions:	Limited exposure to working outdoors.

PERSON SPECIFICATION

Post Title: Borderlands Senior Programme Officer	Director/Service/Sector: Executive Director of Regeneration, Commercial and Economy	Ref: 3608
Essential	Desirable	Assess by
Knowledge and Qualifications		
Degree or equivalent qualification in a relevant area		
Professional Qualification in Project Management, or a related discipline		
Extensive knowledge of the technical requirements of public funding management		
Extensive knowledge of the principles and practices of project appraisal and evaluation		

<p>Extensive knowledge of the requirements of Treasury Green Book Business case development</p> <p>Extensive knowledge of external sources of grant funding .</p> <p>An active awareness and understanding of national, regional and local policies and issues affecting Regeneration Investment and Economic Growth</p> <p>Extensive knowledge of national, regional and local policies relating to Rural matters</p> <p>Commercially aware with a working knowledge of the issues facing the private sector</p> <p>A knowledge of State Aid and procurement regulations</p> <p>Good knowledge of IT and Admin systems</p>		
Experience		
<p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders</p> <p>Significant experience in preparing reports at Board level</p> <p>Extensive recent experience in preparing funding bids.</p> <p>Experience in drafting issuing and managing grant contracts</p> <p>Significant experience of external grant funding regulations and programmes.</p> <p>Significant experience of partnership working</p> <p>Significant experience of monitoring project and programme delivery</p> <p>Significant experience of dealing with project budgets</p> <p>Thorough knowledge and recent experience in a relevant context and service</p>	<p>Experience of Microsoft Project or equivalent project management software.</p> <p>Experience of managing staff or appointed specialists / consultants to undertake work on time and too budget</p>	
Skills and competencies		
<p>Effective IT skills and ability to understand and develop the use of ICT to achieve work objectives</p> <p>Excellent communication skills both written and verbal</p> <p>Confident and competent in expressing own views and an active participant in internal and external meetings</p> <p>Numerate and Literate to allow full analysis of complex business cases and interpretation of guidance and project data.</p> <p>An ability to source, interpret and disseminate information from external organisations</p>		

<p>Persistence in applying a methodical and systematic approach to problem solving</p> <p>Ability to move quickly and accurately between different areas of work</p> <p>Ability to work independently with a collaborative approach to work</p> <p>Good organisational skills with the ability to react quickly to enquiries</p> <p>Flexible and creative approach in responding to issue raised and to supporting applicants</p> <p>Ability to partake in and promote a culture of team working to achieve the agreed objectives</p>		
Physical, mental, and emotional demands		
<p>Dealing with complex and technical issues and communicating possibly contentious decisions to third parties.</p> <p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Need to maintain general awareness with lengthy periods of enhanced concentration.</p> <p>Some contact with public/clients in dispute with the Council.</p>		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits