



Cumberland Council

Post Specification

Date	February 2024
PG Number	7674
Post Title	Programme Lead
Job Family	Organisational Support
Job Family Role Profile	OS16
Final Grade	Grade 16

To be read in conjunction with the job family role profile

Service Area description
Sustainable Transport and Highways, Thriving Places.
Purpose of this post
<ul style="list-style-type: none">• To lead the development and delivery of significant EV Infrastructure projects and programmes including contributing to the delivery of the Council Plan or allied strategies and plans.• Design, build and manage exemplary and appropriate programme and project delivery environments across any or all stages of the programme life-cycle.• Lead the procurement and management of contracts or multiple smaller contracts at any or all programme life-cycle stages from initial feasibility to delivery.• Lead and manage a high performing project and programme management team.• Actively manage, develop and mentor team members.
Key job specific accountabilities
<ol style="list-style-type: none">1. Drive project and programme delivery of EV Infrastructure workstreams adopting a balanced and rigorous approach to active risk management and escalation.2. Promote the use of relevant programme/project management reporting tools to ensure a consistent and proportionate approach so that key milestones are met, project outcomes achieved and regular progress updates are provided.3. Lead on compliance activity across an extensive and potentially diverse programme of projects ensuring all relevant statutory requirements, financial controls, standing orders, procurement procedures, contract requirements and grant conditions are fully complied with.4. Be a project and programme management expert taking the lead on thematic delivery strands within the portfolio. Demonstrate professional leadership and expertise on a wide range of Sustainable Transport and Highways, Council and Central Government subject matters including Environmental and Climate Change strategies.5. Actively participate in the continuous improvement and development of increased efficiency of the Council by pro-actively sharing programme management expertise and promoting a culture of high-quality programme delivery.

6. Lead, manage and develop the team ensuring high levels of utilisation and continuous professional development. Promote, deploy and prioritise the use of staff to ensure that projects and programmes are delivered on time and within budget.
7. Provide direct line management responsibility for a team of Project Officers in addition to temporary staff and contractors who may be used from time to time to supplement the Council's resources.
8. Establish, manage and participate significantly in senior stakeholder engagement across a wide diversity of internal and external stakeholders including communities, elected members, senior officers, partner agencies, local businesses, transport operators, third sector organisations and central government.
9. Ensure that programmes and projects are well communicated throughout the Thriving Place Directorate, it's partners and stakeholders to facilitate good relationships, engagement and adoption of change. Manage the relationships with Service Users and communicate outcomes positively and effectively.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • Management of the budgets for the areas of responsibility including the provision of reports and returns for internal and external governance requirements. • Ensure robust financial processing is in place for dissemination of projects and programmes funding including providing returns to the funding provider.
Staff Management Responsibilities	<ul style="list-style-type: none"> • Lead teams of up to 10 staff by Matrix Management, outside formal line-management arrangements, or Direct Line Management. Management of contractor's obligations. • Lead and manage a high performing project and programme management team. • Lead and manage an extensive and diverse range of external providers including specialist consultants, professional services, contractors and others.
Other	<ul style="list-style-type: none"> • Projects may be of high profile and require detailed engagement in media activities. A willingness to be directly engaged in media activities, if required, is essential. • A High Profile role requiring work with Elected Members, Senior Officers, Council enabling services, partners and Trade Unions.

Essential Criteria - Qualifications, knowledge, experience and expertise

- A strong track record in the delivery of significant projects and programmes including service re-configuration, the development of expressions of interest, detailed business cases and handover. Experience of delivering and implementing change.
- Experience of working in a dynamic and complex environment, handling multiple projects and others workstreams.
- Relevant degree or equivalent in related professional discipline.
- Significant experience of managing public facing projects and programmes subject to high levels of interest by local communities, the media and politicians.
- Extensive knowledge and experience in managing large value contracts and service delivery.
- Well-developed project, programme and risk management skills across all stages of the project and programme life cycle. A recognised project management qualification is desirable.
- Demonstratable experience of working with a range of external and internal stakeholders including external funding bodies. Proven track record of working in partnership across public, private and third sector.
- Good knowledge and experience of Corporate Communication strategies, marketing and engagement including environmental and climate change strategies.

- Strong commercial acumen and commitment to delivery of value for money public services.
- Knowledge of Transport, Council and Government agendas.
- Proven ability to prioritise, motivate and influence others.
- Highly developed communication and negotiation skills including in a commercial environment.
- Good knowledge of equality and diversity requirements.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • Medium. • Working on multiple and competing priorities at the same time. • Involvement in projects that may receive strong opinion from those affected. • Will require personal and emotional resilience when dealing with affected groups including service users and politicians.
Physical Demands	<ul style="list-style-type: none"> • Normal effort required.
Working Conditions	<ul style="list-style-type: none"> • Countywide travel and beyond, on occasions. • Working outside standard business hours, on occasions.
Other Factors	
<ul style="list-style-type: none"> • To model and display the corporate standards of behaviour 	