

## Post Specification

<b>Date</b>	<b>July 2024</b>
<b>Post Group Number</b>	<b>6339</b>
<b>Post Title</b>	<b>Programme Lead – Accountable Body and Assurance</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS16</b>
<b>Final Grade</b>	<b>16</b>

To be read in conjunction with the job family role profile

<b>Service Area description</b>
To undertake the Council's responsibilities as accountable body for the delivery of externally funded projects and programmes to support the growth of the Cumbrian economy.
<b>Purpose of this post</b>
<p>To deputise for the Accountable Body and Assurance Manager. To lead the development and the delivery of complex, externally funded economic programmes of a significant value.</p> <p>To work with clients, internal and external to the Council and deliver a quality service for the management and administration of funding programmes with a focus on programmes that enable delivery of the Council's economic priorities and support economic growth within Cumbria.</p> <p>To minimise any financial and reputational risk to the Council through ensuring all relevant programmes are delivered in a compliant manner.</p>
<b>Key job specific accountabilities</b>
<ol style="list-style-type: none"> <li>1. Responsible for the programme management of economic funding programmes ensuring progress of projects through appraisal, approval to financial completion, eligibility checks and early advice to applicants to support the development and delivery of good quality projects.</li> <li>2. Work corporately within the Council to lead its accountable body responsibilities in managing externally funded programmes, including the development and management of processes to monitor, measure, evaluate and continuously improve economic programmes delivery to ensure outcomes meet corporate objectives and key performance indicators.</li> <li>3. Lead the establishment and implementation of systems and processes for the coordination of financial management and performance related information, enabling effective monitoring of commitment and spend for projects and programmes.</li> <li>4. Provide expert advice and guidance on the implementation of HM Treasury Green Book and Better Business Case principles to ensure the robust development and delivery of economic development projects and programmes.</li> <li>5. Lead the development of, and agreement to, appropriate and robust legal and financial conditions that can be attached to project approvals to minimise financial, legal and reputational risk to the Council and ensure compliance with accountable body responsibilities.</li> </ol>

6. Lead the preparation of concise and coherent reports for internal stakeholders and government bodies. Including decision-making papers, monitoring and performance reports and project change controls.
7. Production and presentation of assurance reports to appropriate governance Boards and government departments at regular intervals.
8. Development of Grant Funding Agreements in line with the relevant programme requirements and reflecting the Council's accountable body responsibilities.
9. Lead compliance monitoring activities to ensure compliance with Grant Funding Agreements and identify and mitigate key risks to programme delivery or to the Council directly.
10. Analyse complex information including financial, legal, and performance related information in order to make recommendations to Members and key external partners to guide investment and programme management.
11. Provide expert advice to Members, senior officers, and external stakeholders to guide investment and delivery of economic development programmes.
12. Lead the development of the Council's approach to emerging Programmes, ensuring compliant systems and processes are established and that meet government requirements.
13. Work with internal and external partners to develop opportunities to secure new economic programmes that will support the delivery of the aims and objectives of the Council Plan, Area Plans and the emerging Cumbria Economic Strategy.
14. To undertake other duties as may be determined within the general scope of the post and commensurate with the grade.

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage externally funded programme budgets to ensure requirements are met within the assigned budget and in compliance with the Council's accounting and reporting requirements.</li> <li>• Manage individual budgets of up to £60m, ensuring the Assistant Chief Executive and S151 Officer are alerted to any material variances.</li> <li>• Manage a number of complex funding programmes totalling £200m+.</li> <li>• Ensure the Council remains compliant with its responsibilities as accountable body for legacy funding programmes totalling £150m.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• To provide effective leadership and management support to all staff within the Accountable Body and Assurance Team, with direct line management responsibilities.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- Professional *Better Business Case Practitioner* qualification or equivalent experience (over 6 years).
- Expert knowledge of HMT Green Book principles.
- Experience of managing/supervising staff and work allocation.
- Expert breadth and depth of knowledge regarding the service and relevant legislation, including procurement and the Subsidy Control regime.
- Understanding of budget processes and organisational priorities.
- Understanding of local economic priorities, plans and strategies.
- Ability to work with a variety of stakeholders including managing complex relationships at a senior level.

<ul style="list-style-type: none"> <li>Excellent communication skills both written and oral, including ability to present complex information to governance boards and government departments.</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>This post does not require a DBS check.</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>Minimum exposure</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>Normal effort required</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>Office based with some travel in and outside of Cumbria</li> </ul>
<b>Other Factors</b>	