

Northumberland County Council
JOB DESCRIPTION

Post Title: Principal Programme Officer (Borderlands)		Service: Regeneration Directorate		Office Use
Band: 11		Workplace: tbc		JE Ref: Z272
Responsible to: Borderlands Director		Date: April 2022	Manager Level:	
Job Purpose: To manage the Partnership and programmes team within the Borderlands Partnership being responsible for delivering on the key programmes set out within the Borderlands Inclusive Growth Deal and to take a lead in developing new areas of work related to the strategic themes. To take the lead in delivering the Energy, Digital, Natural Capital and Place Programmes with a Senior Projects and Programmes Officer. Alongside the Borderlands PMO Manager and the Borderlands Director to ensure the efficient and effective management and leadership of the Borderlands Partnership.				
Resources	Staff	Directly responsible for the management of the PMO staff on assigned tasks and activities prescribed by the Borderlands PMO Manager and the Borderlands Director		
	Finance	Oversee the delivery of four programmes of activity funded through the Borderlands Inclusive Growth Deal worth approximately £123m. Contributing to the efficient and effective running of the Deal worth £350m of public funding over a ten-year period and staff resource. To manage the appraisal and claims process for programme activity.		
	Physical	Overall management of the physical resources associated with the PMO function of the Borderlands Partnership, including working environment, equipment, computer hardware and software systems associated with the delivery of the function. Maintain and operate strategic programme and project management systems and other key systems.		
	Clients	Officers and senior officers in the two Accountable Bodies (Northumberland County Council and Dumfries and Galloway Council), the five partner authorities and the UK and Scottish governments as well as project applicants from the public, private and VCS sectors. Ensure compliance with relevant legislation, council policies and procedures.		
Duties and key result areas:				
<div>1. To lead and be responsible for the management, development, and delivery of the programme elements of the Borderlands Inclusive growth Deal and support the wider aspirations of the Borderlands Partnership.</div> <div>2. To oversee the review, and approval process for the development and completion of robust 'HMT Green Book' compliant project business cases to achieve the terms of the Deal and requirements of the Accountable Bodies and funders for the programme activity.</div> <div>3. To manage the delivery of multi-million pound thematic programmes within the Borderlands Inclusive Growth Deal, including the preparation and maintenance of appropriate controls to support effective financial controls. Authorisation of financial transactions in accordance with Northumberland County Council's approved scheme of delegation.</div> <div>4. To manage programme and project delivery by ensuring all statutory consents or approvals required to progress the works including liaising with relevant funders, accountable bodies and delivery partners.</div> <div>5. .</div> <div>6. To provide leadership and management support working as part of the senior management team of the Borderlands Partnership.</div> <div>7. To provide regular strategic updates to the Borderlands governance structures (Economic Development Chief Officer Group, Chief Executive Group, Economic Forum, thematic Boards and Partnership Board) on the performance of the Programmes and lead on the organisation and management of the programme Boards.</div> <div>8. To manage risks, issues and dependencies focussing on active monitoring and implementation of mitigating actions to ensure programme outcomes are achieved.</div> <div>9. To ensure that operational management duties are fulfilled in line with NCC requirements including completing regular 1-2-1s and annual appraisals for assigned staff</div> <div>10. To be responsible for the delivery of appropriate performance management processes including effective monitoring and evaluation at both project and programme level, are in place to meet the outcomes of the strategic delivery programme reporting to the Partnership and to key funders (UK Government, Scottish Government) on programme delivery.</div> <div>11. To ensure inclusive communications, consultation and engagement, respond to stakeholder issues (including press enquiries and Members' enquiries), and ensure stakeholders' expectations are managed, in the context of the design and delivery of high profile, potentially contentious projects.</div> <div>12. To provide training, support and project management expertise to the organisation as a whole, being the key strategic lead and providing expert advice and leadership on this transformational capital focussed programme.</div> <div>13. To develop, maintain and continually review programme communication and engagement plans with the Partnership communications and engagement officer over the long term, focussing on strategic programme milestones.</div>				

14. To prepare and present formal management reports (verbal, written and in presentation format) to a wide audience including (staff, members, partnerships, committees and the public).
15. To develop and maintain appropriate work records to the required service standards and funder requirements, observing data protection, privacy and confidentiality rules and procedures.
16. To provide support and advice to relevant officers across the Partnership in developing and implementing effective development programmes and supporting managers to embrace an ethos of developing people.
17. To develop and maintain positive collaborative relationships with all relevant internal and external stakeholders to ensure the successful delivery and implementation of the Borderlands Inclusive Growth Deal.
18. To actively promote and represent the interests of the Borderlands Partnership in relation to service activities and policies at local, regional and national level, as appropriate.
19. To attend and contribute to relevant committees, meetings, seminars and participate in task groups as required.
20. To provide strategic management and professional advice to the Partnership on all matters relating to economic, inclusive and sustainable growth
21. To lead the commissioning, gathering and analysis of relevant intelligence and information, to effectively inform the Partnership approach and policy framework and meet government requirements, particularly in relation to understanding the state of the local economy
22. To proactively seek funding opportunities to draw additional resources where these can meet Partnership aspirations working with the relevant partner authorities and organisations (including but not limited to South of Scotland Enterprise, the North East LEP and Cumbria LEP)
23. To actively 'horizon scan', be aware of developments at national, local and regional level that will impact on the interests of the Borderlands Partnership and ensure the Partnership remains responsive, continuously improving.
24. To take a direct lead in delivering programme areas of work demonstrating appropriate specialist knowledge.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.
Transport requirements:	Will involve travel to project sites, area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours but flexi-hours may apply if colleagues provide cover. Possible attendance at evening meetings.
Working conditions:	Mainly indoors with some exposure to working outdoors

Northumberland County Council PERSON SPECIFICATION

Post Title: Principal Programmes Officer (Borderlands)		Service: Regeneration Directorate	Ref: Z272
Essential		Desirable	Assess by
Qualifications and Knowledge			
<ul style="list-style-type: none"> Degree level qualification in a relevant subject or a demonstrable equivalent portfolio of experience Relevant professional qualification in project management Knowledge of relevant policies, procedures, trends, developments and best practice in regeneration capital programme delivery Commercial awareness and understanding of the relationship between costs, quality, customer care and performance. Evidence of continued professional development. Thorough knowledge of relevant legislation, best practice and contemporary issues 		<ul style="list-style-type: none"> Masters level qualification and management training NEBOSH, IOSH or other relevant Health and Safety qualification Relevant training in project management Specialist knowledge in relation to identified projects (energy, natural capital, digital, place) 	A/I/R
Experience			
<ul style="list-style-type: none"> Experience of designing and delivering strategic capital projects/programmes Experience of undertaking research and policy development identifying opportunities and 		<ul style="list-style-type: none"> Understands the diverse functions of a large complex public sector organisation and the relevant professional 	A/I/R

<p>implications of national and regional policy change</p> <ul style="list-style-type: none"> • Experience of developing appropriate and responsive solutions to new opportunities or challenges • Project/programme management experience at a senior level with successful outcomes within a diverse and widescale function/organisation • Demonstrable evidence of experience in applying a range of capital project/programme management interventions with successful outcomes • Extensive experience in the development of HMT Green Book Business Cases and appraisal requirements. • Managing people within a complex environment. • Extensive knowledge and experience of managing complex, high value externally funded programmes including demonstrated understanding of the development of robust project business cases • Experience in developing and maintaining excellent collaborative relationships with all relevant internal and external stakeholders including senior officers and politicians operating successfully in a political environment. • Experience of managing external and internal funding reporting and management • Experience of consulting with a wide range of stakeholders on all aspects of project and programme management 	<p>issues.</p> <ul style="list-style-type: none"> • Understand the implications of the different context, policy and laws in England and Scotland. 	
Skills and competencies		
<ul style="list-style-type: none"> • Excellent analytical/reasoning and planning skills • High degree of written, verbal skills to engage and present to a widescale audience • Leadership, conduct and credibility commanding the respect, trust and confidence of employees, elected members, stakeholders and the community • Proven record of excellent people skills, including good communication and interpersonal skills • Effective advocate for the economy and regeneration service and organisation both internally and externally • Demonstrates a partnership ethos in relation to regeneration partnership development and delivery • Maintains a professional demeanour in stressful and difficult situations, with an ability to develop innovative solutions to complex problems • Good negotiation and communication skills and able to persuade others to adopt an alternative point of view • Able to work independently, to take initiative and delegate effectively 		I/R
Physical, mental, emotional and environmental demands		
<ul style="list-style-type: none"> • Confident leader with a vision for delivery with high levels of energy, stamina and resilience • Normally works from a seated position with some need to walk, bend or carry items • Need to maintain general awareness with lengthy periods of enhanced concentration • Contact with staff/public/clients in dispute with the Partnership; ability to remain calm and logical in challenging situations • Some exposure to working outdoors 		I/R
Motivation		
<ul style="list-style-type: none"> • A strong corporate orientation and a commitment to tackling issues in a non-departmental manner • Dependable, reliable and keeps good time • Models and encourages high standards of honesty, integrity, openness, and respect for others 		I/R

<ul style="list-style-type: none"> Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued Proactive and achievement orientated Manages a high workload and works with little direct supervision 		
Other		
<ul style="list-style-type: none"> Able to meet the transport requirements of the post 		

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