

## Job Description

Job Title Greater Cambridge Partnership - Senior Programme Officer

Job number 259059

Grade P2

### Overall purpose of the job

To manage and contribute to the Greater Cambridge Partnership Programme (GCP) and the continued development of its overarching growth strategy.

To support the Programme team to co-ordinate the work of the GCP core programme to ensure effective and timely management of key programme information and data. This includes reviewing project risks, programme and costs to ensure that schemes are delivered in a controlled environment.

To support the external scrutiny and assessment processes for the Greater Cambridge Partnership

To ensure the GCPs Board and related governance arrangements are effectively coordinated and serviced.

To develop tender specifications with work stream leads and partners and support work stream leads in the management of any procurement activities.

### Main accountabilities

Main accountabilities	
1.	<p><b>Programme Development (30%)</b></p> <p>Oversee a monthly reporting process to ensure accurate financial and delivery information is being reported across the programme. Work with project managers and delivery leads to streamline this process where necessary. Quality assure this work.</p> <p>Manage partners' and work stream leads input, and report progress to the Leadership Group, Executive Board and Joint Assembly.</p> <p>Monitor and report progress across the GCP programme to ensure timely and accurate reporting for both internal and external use. This includes helping input to the Quarterly Progress Reporting for the GCP Executive Board.</p> <p>Support the GCP programme team in the planning and delivery of work streams to ensure project plans are in place, risks managed and progress is achieved on time and in line with agreed budget</p>
2.	<p><b>Engagement and Communication (20%)</b></p> <p>Proactively engage stakeholders and advisors to enable collaborative activities.</p> <p>Use a proactive approach to ensure internal and external stakeholders are aware of and geared up to deal with upcoming meeting cycles, events and key milestones</p>

	<p>Work collaboratively with internal and external stakeholders and ensure issues are picked up early and dealt with using a collaborative approach. Lead liaison with External Stakeholders as required for the GCP Programme.</p> <p>Engage with politicians and support senior management in their member engagement, to ensure ongoing understanding of and support for the GCP growth agenda</p>
3.	<p><b>Procurement (10%)</b></p> <p>Develop tender specifications with work stream leads and partners as required</p> <p>Support the work stream leads and partners in the management of any procurement activities.</p>
4.	<p><b>Programme Tasks (25%)</b></p> <p>Lead individual programme workstreams as required, for example in terms of Accessibility, Biodiversity, area specific items and/or Carbon.</p> <p>Research information and draft reports, using stakeholder input, on issues being considered by the, Leadership Group, Executive Board and Joint Assembly.</p>
5.	<p><b>Financial Management (20%)</b></p> <p>Ensure effective financial management controls are in place within the programme team.</p> <p>Ensure that the programme is running to the required procurement rules and regulations working closely with the County Council.</p> <p>Review and Monitor Project budgets to provide project assurance to the GCP Programme</p>
6.	<p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree or equivalent experience	Local growth, economic growth, transport, infrastructure, planning, housing, skills, project and programme management	Essential
Project Management Qualification	PRINCE 2 or equivalent	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Understanding of the GCP		Desirable
Detailed and proven understanding of economic growth and the complex factors that impact it. The ability to clearly explain these complexities, in an ever changing context, to a wide range of stakeholders.		Essential
Understanding of the devolution agenda		Essential
Knowledge and understanding of local government and central government		Essential
Understanding and knowledge of project and programme management principles, tools and techniques		Essential
Thorough knowledge of transport and planning policy context and issues relating to the delivery of infrastructure programmes		Essential
Knowledge of Housing strategy, the skills agenda and / or Smart technologies including experience of the delivery of such programmes		Desirable
<b>Skills</b>		
Proven ability to present complex data and information.		Essential
Proactively approaches every task always using a flexible approach and initiative to actively resolve issues.		Essential
Ability to get stakeholder buy in and support with Political sensitivity, ability to anticipate political interest in issues and to plan work and brief effectively to maintain member and senior colleague confidence		Essential

Ability to independently plan and implement work which crosses service and organisational boundaries to ever changing deadlines		Essential
Ability to manage a budget		Essential
Ability to build and maintain successful relationships and trust with partners, stakeholders and providers/suppliers through influencing, negotiation and using excellent communication skills		Essential
Excellent IT skills to be able to effectively programme manage, including the use of Microsoft Office suite, Microsoft Project or similar		Essential
<b>Experience</b>		
Experience of working in a partnership environment		Essential
Extensive experience of stakeholder engagement, including working with internal and external customers/stakeholders including elected members		Essential
Experience of managing project and programme teams including matrix management arrangements		Desirable
Experience of using a variety of media to promote projects		Essential
Equality, Diversity and Inclusion (applies to all roles)	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

### Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	<b><u>Hybrid</u></b>	Flexible	Field	Home
--	-------	----------------------	----------	-------	------