Job Description

Job Title: PD Programme Officer

Job number: CCC2414

Grade: SO1

Overall purpose of the job

The Infrastructure and Project Delivery department is experiencing a significant period of transformation. The development and implementation of new infrastructure are crucial to the future economic prosperity of Cambridgeshire. To accomplish this, projects must be expertly managed, with a thorough governance procedure in place to guarantee a seamless project process. The department's approach to project management is currently undergoing evaluation to ensure that the project management framework and overarching governance are as robust and relevant as possible for the contemporary market.

The Programme Officer plays a vital role in aiding the Programme Management Office in supporting delivery teams, scrutinising project schedules, monitoring performance, and maintaining accurate reporting across the organisation.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	**Programme Management Support** • Support the Programme Management Office within the Assest Management, Design and Delivery service to ensure the effective visibility of projects being delivered across Place and Sustainability. • Support delivery teams to ensure project programme data is being captured correctly using up to date software tools bringing together Project Management programmes for each project. Analysing and report on delivery milestones and gateways across the entire programme of works. • Assist with the technical reports required for Project Boards and Programme Boards in a timely and efficient manner. • Support the delivery teams in directing and managing their project data across the programme to ensure that objectives, agreed milestones, gateways relating to programmes are captured for the project to a high quality and against agreed budget targets. • Assist with the development of efficient and effective processes for the review of major projects, report to Programme manager on scheme delivery dates, slippages and forecast delivery dates across the programme. • Embed the department's programme of work into the latest PM software package, adopt such systems MS Project/Asta/PowerBI. • Support the reporting of projects and engage directly and appropriately with colleagues, partners and customers to achieve the desired outcomes. • Inspire others to contribute to corporate projects, adopting the latest knowledge and understanding of Project Management principles and available tools. • Support the PMO with capturing and interrogating Risk Registers monthly to reflect scheme progress, cost, environmental and timelines.

2.	**Financial, Contract and Risk Management** • Assist with Capital Monitoring by interrogating monthly progress reports around finance commentary in the context of finance variance and project plans. Report any anomalies to PMs and the wider PMO team. • Monitor risk across the programme to ensure a robust approach has been taken across the programme. • Review, monitor and report contract options programmed and ensure and challenge sufficient lead-in times have been met across the programme for mobilisation. Ensure contractual limitations are adhered to at a Programme level and report as required. • Compile procurement route forecasts and report as needed.
3.	**Partnership Working** • Assist with the engagement of Project Managers, across multiple departments and organisations as required, to monitor and report on programme delivery that meets the Council's and partners' objectives. • Support the PMO with effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, voluntary and private sector organisations in Cambridgeshire, to ensure the appropriate level of coordination and integration of services that will achieve service objectives and secure optimum cost-effective joined-up working. • Ensure the regular and timely exchange of relevant information with internal and external stakeholders to ensure a mutual awareness of programme delivery and timings
4.	**Reporting Product Ownership** Ownership of important reports including: • Tree Survey Reports • Carbon Footprint Reports • Transport Delivery Plan
5.	**Programme scrutinisation** Support the PMO function to scrutinise the programme for anomalies, missing data, and KPIs including: • Project finance • Programme timeline • Scope of project tasks accounted for • Profiling information • Resourcing pressures
6.	**Communication and Customer Focus** Support compliance with policies and systems to ensure that feedback from customers, partners, stakeholders and employees can be evaluated such that appropriate action can be taken to provide continuous improvement.
7.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Project Management Degree or relevant discipline, or extensive relevant experience		Essential
Microsoft Certified: Data Analyst Associate		Desirable
PRINCE2 Practitioner		Desirable
APM Project Fundamentals Qualification		Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Experience of working within a PMO Project Management or equivalent ;		Essential
Have an understanding of Project Management and Financial Software tools, including but not exclusively ASTA or MS Project.		Essential
A track record of working with a diverse set of stakeholders; Internal departments/Combined authorities/Shared services/Members/Public		Desirable
Experience of working with financial recording systems for contracts monitoring, for example ERP Gold, Insight		Essential
An understanding of the complexities of local government and the matters affecting it;		Desirable
Skills		
Can assimilate project data and produce reports to assist with service solutions; (PowerBI)		Essential

Office 365 proficient including PowerApps/Sharepoint Lists		Essential
Experience of Project Management software MS Project or similar applied tools.		Essential
Ability to get stakeholder (including staff) buy into new, and sometimes unpopular, ideas;		Desirable
Comprehensive IT skills; GIS/CAD, Excel, data basis management		Desirable
Flexible in hours of work		Essential
Commitment to continuous personal development		Desirable
Experience	Give an idea of the type and level of experience required **do not** specify years of experience.	
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Safeguarding *(include for roles working with children/vulnerable adults)*	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

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	**Flexible**	Field	Home