

North of Tyne Combined Authority

Job Description

Post title: Programme Officer

Responsible to: Project Manager, Inclusive Growth

Responsible for: N/a

Evaluation: 485 Points Grade: N6

Job purpose: To coordinate the delivery of allocated programmes, projects, contracts, stakeholder events and funding streams to ensure that the Combined Authority fulfils its corporate and strategic responsibilities.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To assist in the planning, organisation and management of programmes, projects and standards to ensure the most effective and efficient use of resources.
2. To develop and monitor relevant processes and procedures to ensure the timeliness and effective control over projects and programmes.
3. To coordinate regular reviews of individual projects and to support the effective development, progress and evaluation of the programme and project portfolio.
4. To organise and attend stakeholder events and coordinate engagement activity to support programme and project activity.
5. To ensure management information is processed, analysed and presented as required to ensure programme and projects are effectively monitored.
6. To account for expenditure and reconcile spend in accordance with financial regulations.
7. To support or undertake specific projects, analytical and statistical work, and to assist in the preparation of information to support the objectives of the Combined Authority.
8. To develop and maintain collaborative working relationships with both internal and external partners.
9. To coordinate communication activities to support the Combined Authority's objectives.
10. To promote and implement the Combined Authority's Equality Policy in all aspects of employment and service delivery.