

Programme Support Officer

Reports to: **Economic Advisor or Senior Specialist/Advisor**
Direct reports: **n/a**

Evaluation: **505 points**
Grade: **N6**
Reference: **PP318**

Purpose

To support the delivery of allocated programmes, projects, contracts or funding streams to assist the Council to meet its corporate and strategic responsibilities.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To contribute to the development of monitoring and information systems and procedures.
2. To ensure management information is processed, analysed and presented as required to ensure programme and projects are effectively monitored.
3. Organise and attend meetings and assist in the preparation of reports for relevant programme and project governance boards.
4. To coordinate regular reviews of individual projects and to support the effective evaluation of the programme portfolio.
5. To develop and monitor relevant processes and procedures to ensure effective control over project and programme expenditure.
6. To account for expenditure and reconcile accounts in accordance with financial regulations.

7. To provide technical support and assistance as required.
8. To develop and maintain collaborative working relationships with both internal and external partners.
9. To support and participate in promotion and communication activities.
10. Ensure, as far as is reasonably practicable, that strategies for preventing crime and disorder, including anti-social behaviour, are appropriately reflected in all activities.
11. To promote and implement our Equality policy in all aspects of your employment.
12. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.