Job Description

Post title	Programme Officer
Grade	N6
Directorate	Skills, Inclusion and Public Service Reform
Team	Skills Programme and Delivery Team
Reporting to	Skills Programme Manager
Responsible for	Not applicable

Job Purpose

To coordinate the delivery of allocated programmes, projects, contracts, stakeholder events and funding streams to ensure that the North East Mayoral Strategic Authority fulfils its corporate and strategic responsibilities.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- To assist in the planning, organisation and management of programmes, projects and standards to ensure the most effective and efficient use of resources.
- To develop and monitor relevant processes and procedures to ensure the timeliness and effective control over projects and programmes.
- To coordinate regular reviews of individual projects and to support the effective development, progress and evaluation of the programme and project portfolio.
- To organise and attend stakeholder events and coordinate engagement activity to support programme and project activity.
- To ensure management information is processed, analysed and presented as required to ensure programme and projects are effectively monitored.
- To account for expenditure and reconcile spend in accordance with financial regulations.

- To support or undertake specific projects, analytical and statistical work, and to assist in the preparation of information to support the objectives of the Mayoral Strategic Authority.

- To develop and maintain collaborative working relationships with both internal and external partners.

- To coordinate communication activities to support the Mayoral Strategic Authority's objectives.

Organisational responsibilities

- **Communication**
  We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**
  All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

  All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**
  We take responsibility for health, safety and wellbeing in accordance with the North East MSA Health and Safety policy and procedures.

- **Performance Management**
  We promote a culture whereby performance management is ingrained, and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

  All members of staff will receive appraisals, and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive, and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are, and we use them to anchor all that we do. The North East MSA values are:

- Strive for brilliance.
- One team.
- Drive sustainability.
- Make it happen.
- Be inclusive.

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

  This post is not subject to a disclosure.

- **Politically restricted**

  The North East MSA has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person Specification: Programme Officer

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	• Educated to graduate level or an equivalent level of demonstrable direct work-related experience.	• Evidence of continued professional development.
Experience	• Proven experience in managing or supporting programmes or projects within the public sector. • Experience in grant administration of funding processes, including application reviews and stakeholder support. • Experience working with diverse stakeholders, including public bodies, local authorities and community organisations.	• Experience of working with the Department for Education in relation to adult skills.
Skills and Knowledge	• Excellent project management skills, with the ability to manage multiple priorities, work to deadlines and deliver high-quality results. • Good financial literacy and experience in managing budgets, grants or other financial processes. • Ability to monitor programme performance and impact. • Proficient in the use of Microsoft Office (Word, Excel, PowerPoint) and project management software. • Excellent verbal and written communication skills with the ability to build relationships and work collaboratively with internal teams and external partners.	• Understanding and knowledge of the workings of a Combined Authority and/or local government

Personal Qualities	• High level of integrity and professionalism. • Adaptability and willingness to embrace change. • Proactive and results orientated approach. • Committed to the principles of equality and diversity.	
Additional Requirements		