

Post Title: Programme Officer

Post Hours: 37 hours per week

Grade: Scale 4 – SO1 (Career Graded Post)

Responsible to: Programme Manager

Responsible for: N/A

Main contact associated with principal duties:

- Elected members, Directors and senior staff of Pendle Borough Council
 - Staff in the Council's service areas
 - Public bodies and partnerships
 - Community, Voluntary and Faith Sector
 - Members of the Public
 - Central Government Departments
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Job Purpose:

To provide thematic programme support to the Policy Team as directed, to help deliver Pendle Borough Council's Corporate Priorities.

To undertake research and analysis to support this function, on a wide range of issues.

To support the promotion of local initiatives and co-ordinate and develop bids for resources.

To foster good working relationships with local voluntary, community and faith groups and organisations.

To ensure that the study requirements of the designated college and examining body are met.

Control of Resources: None

Main duties and responsibilities:

1. To attend college as required and to undertake assessments according to the requirements of the designated professional body.
2. To provide thematic programme support of a wide range of cross-organisational programmes, in line with the Council's Corporate Plan and Corporate Priorities.

3. To gather the necessary research and intelligence to inform decision making.
4. To liaise with representatives of Community, Voluntary and Faith groups and organisations as necessary, in particular to help develop community capacity.
5. To identify and prepare bids for funding.
6. To participate in corporate /multi-agency working groups and projects.
7. To adopt and foster an innovative problem solving approach to deliver solutions to issues.
8. To provide cover for colleagues during any periods of absence and proactively managing workload peaks and maintaining cover for the working day.
9. To be aware of your responsibilities under legislation relating to equalities, safeguarding and other key duties, together with the objectives and targets required in the Corporate Plan.
10. To fulfill personal requirements with regard to the Council's policies and procedures, including health and safety.
11. To undertake such other associated duties as may be allocated from time to time which are commensurate with the salary grading of the post.

Date: May 2024

Career Grade

Scale 4	Able to undertake the majority of the duties of the post with supervision. Able to follow existing procedures. Commencing Level 4 qualification in Project Management.
Scale 5	Progression with qualification and gained relevant experience. Able to work more independently, but still has recourse to manager.
Scale 6	Part/fully qualified and more in-depth knowledge and experience. Evidence of research skills and managing programmes. Strong working relationships with the partners, including the third sector.
SO1	Fully qualified. Able to effectively undertake all duties and responsibilities.
Progression through the pay scales is at the discretion of the Manager and agreement with HR, having regard to qualifications, the competence of the post holder and the availability of work at the appropriate level.	

Selection Criteria	Essential Or Desirable	Assessment Method
Qualifications		
1. 5 GCSEs (C/4 or above), or equivalent experience.	Essential	Application Certification
2. Degree or other relevant qualification.	Desirable	Application Certification
3. A current full driving licence.	Desirable	Application Certification
Knowledge, skills, abilities and experience		
4. Awareness of issues affecting local government	Essential	Application Interview
5. Knowledge of, and commitment to, a course of study for a project management qualification.	Essential	Application Interview
6. Good oral and written communication skills with the ability to draft well-structured reports and deliver presentations.	Essential	Application Interview Test
7. Ability to work independently and as a team to manage competing demands/deadlines.	Essential	Application Interview
8. Ability to use innovation, creativity and collaboration to achieve outcomes.	Essential	Application Interview
9. Demonstrate skills in researching and investigating information.	Essential	Application Interview
10. Experience of, and proficient in the use of, Microsoft Word, Excel and Outlook.	Essential	Application Interview Test
11. Commitment to working towards the Council's equality objectives.	Essential	Application Interview
12. Experience of multi-agency working to achieve joint outcomes.	Desirable	Application Interview
Special Requirements		
Willingness to undertake occasional out-of-hours working		

Date: May 2024