

# Job Profile

Position Details	
Post	Programme Officer / Principal Programme Officer
Service Area	Housing, Regeneration and Planning / Regeneration and Economic Development / Programme Management
Reports to	Programme Manager
Grade	P04-06
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> <li>1. To lead on the programme management (conception, implementation, project management and reporting) and successful delivery of regeneration and economic development projects in Wood Green and Tottenham as part of the Regeneration and Economic Development Programme, in line with the Borough Plan.</li> <li>2. To use best practice project and programme management to achieve efficient and effective delivery of regeneration and economic development projects including budget monitoring, project review, project evaluation, communication and stakeholder engagement.</li> <li>3. To support the Head of Programme Management to develop and manage working relationships with stakeholders, development partners, and residents to provide a high quality, proactive, and solution-focused approach to achieving regeneration outcomes.</li> </ol>

Main Responsibilities
<p><b>All levels: PO4-PO6</b></p> <ol style="list-style-type: none"> <li>1. Lead on the delivery of the projects across the Wood Green and Tottenham Regeneration Programmes. This could include leading programme planning and reporting, budget analysis, negotiating funding agreements and modelling housing outputs..</li> <li>2. Lead on programme reporting, ensuring that the Regeneration governance structure and its constituent boards is effectively and efficiently serviced and supported.</li> <li>3. Work in multi-disciplinary teams tasked with the delivery of regeneration projects and take responsibility for the organisation, coordination, supervision and reporting of projects to deliver successful results on time, within budget and to agreed outputs and outcomes.</li> <li>4. Identify and bid for internal and external funding sources to assist with the delivery of regeneration projects. Prepare funding applications, monitoring reports/returns and appraisals on behalf of the Council.</li> <li>5. Work in partnership with a wide range of stakeholders to identify and develop regeneration opportunities throughout Wood Green and Tottenham and to lead on and achieve effective internal and external stakeholder liaison and engagement in regeneration projects and programmes. Maintain successful relationships with key stakeholders and partners including</li> </ol>

senior council officers, Members, community and voluntary groups, GLA, TfL, developers, statutory bodies.

6. Manage multi-disciplinary projects including consultation, programming, planning and co-ordination.
7. Commission studies and appoint and manage technical consultants and other advisers required from time to time, including instructing solicitors and assist in the execution of the strategic development priorities identified in the Council's Programme.
8. Apply a rigorous financial management and business planning approach to project management ensuring strict cost/time management against budgets.
9. Ensure that project risks and issues are identified, assessed, effectively managed, reviewed, recorded and reported on a regular basis.
10. Deputise for the Head of Programme Management and Regeneration Programme Manager, as required or directed.
11. Prepare effective reports and briefings, demonstrating excellent verbal and written communication and negotiation skills, tailored to the audience and focussed on the successful delivery of projects.

**Additionally at PO5**

12. Establish, lead and work in multi-disciplinary teams tasked with the delivery of regeneration projects/programmes and take responsibility for the organisation, coordination, supervision and reporting of projects/programmes to deliver successful results on time, within budget and to agreed outputs and outcomes.
13. Ensure regeneration programme issues are adequately addressed in strategy/policy documents produced by other directorates and external stakeholders.
14. Unlock and deliver regeneration opportunities using a range of mechanisms including site development/appraisal process, public realm schemes, economic development programmes and where applicable estate regeneration.
15. Manage large, multi-disciplinary projects/programmes including consultation, programming, planning and co-ordination.
16. Develop service level agreements with service providers and partner agencies as required and ensure effective monitoring of contracts.
17. To review, refresh and monitor governance arrangements for both the programme and its projects, and implement any changes required.
18. Deputise for the Head of Programme Management across the full range of service responsibilities, as required or directed.
19. Manage graduate trainee or other junior project officer or equivalent staff that may be based within the team

**Additionally at PO6**

20. Manage complex projects and programmes with limited oversight from the Head of Programme Management, driving the delivery of the key elements of the regeneration programme.
21. Take overall responsibility for the successful performance of grant funded programmes.
22. Responsible for motivating a programme team, identifying tension and conflict between individuals and/or groups and taking steps to find a resolution.
23. Identify, analyse and develop responses to commercial risks.
24. Monitor the financial viability of schemes / projects and provide financial input to colleagues, engaging external consultants if appropriate.
25. To lead on the management and reporting of large and complex service budgets, supporting senior managers by applying best practice in financial management and ensuring the service is well integrated into corporate budget management systems.
26. Act as advocate for the Council and its policies in local, sub-regional, regional and national strategic partnerships.
27. Seek joint ventures / joint working with other public sector organisations and agencies, including working with neighbouring authorities to ensure integrated regeneration investment.
28. Negotiate with developers/other public sector funders on behalf of the council to achieve desired objectives including driving hard commercial negotiations to ensure that the public purse is protected.
29. Be recognised as an expert by other senior professionals and called on by others for advice, support and guidance.

### **Corporate Responsibilities**

1. Promote a 'one organisation' approach.
2. Represent the service / team at internal and external meetings.

### **Service**

1. Put forward new and innovative ways of delivering services that provide high quality and good value for money.
2. Implement consistently high quality service standards and levels of customer service and monitor performance using the Council's project management approach.

### **People**

1. Work collaboratively and make sure that this supports the delivery of specific projects and corporate programmes.
2. Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
3. Take responsibility for continuing self development and participate in training and development activities.

## Resources

1. Monitor the budget for projects/programmes, ensuring it is effectively controlled within limits, driving down spend where appropriate.
2. Hold staff/contractors/consultants to account to provide services that are delivered or procured that represent value for money.

## Criteria for Progression

The purpose of the career grading for the post is to enable the post holder to develop their career by building on their skills, experience and abilities as well as help the Council improve its internal capacity in project and programme management.

The post holder will be appointed at a level that is agreed prior to starting in the post based on the proven skills, abilities and experience the post holder has demonstrated at the time of the appointment.

Progression to PO5 and PO6 is not automatic and will be based on the post holder being able to demonstrate that they have been or are able to perform the additional duties in full and consistently. Progression will always be subject to the availability of funding.

Progression will be considered as part the post holders appraisal (My Conversation) and will be considered at least annually.

Progression through the spinal points within the agreed grade will be as set out in the Council terms and conditions.

## Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"><li>• Experience of programme/project managing major regeneration schemes / projects: physical, social and economic in a town centre</li></ul>	Essential
<ul style="list-style-type: none"><li>• Experience of working in a physical, social and economic regeneration setting with a clear understanding of the challenges that presents</li></ul>	Essential
<ul style="list-style-type: none"><li>• Experience of developing and sustaining successful partnership working to bring forward and deliver regeneration projects.</li></ul>	Essential

<ul style="list-style-type: none"> <li>• Experience of negotiating with developers or other parties on behalf of an organisation to achieve desired objectives including driving hard commercial negotiations to ensure that the public purse is protected</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Experience of commissioning work from consultants and management of delivery of agreed outputs.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of managing and being accountable for budgets, programmes and projects, ensuring that financial records and systems are maintained and processed and that budget allocations are monitored and controlled.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of project and programme management including project initiation, reporting (milestones, risks and issues, outputs) and evaluation.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Extensive commercial experience and the ability to look at funding models that extend beyond the sole use of grant provision.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Ability to get buy in and commitment to the service's vision and priorities from key stakeholders and commitment to taking steps to ensure the involvement of all sectors of the community in all aspects of the services work.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Ability to employ a range of influencing strategies.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Willingness to attend meetings and events as a Council representative outside of working hours when required.</li> </ul>	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent in an appropriate field.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Project or programme management qualification</li> </ul>	Essential
<b>Knowledge/Skills</b>	
<ul style="list-style-type: none"> <li>• Expert knowledge and understanding of legislative and contextual framework affecting the work of the service and a detailed understanding of regeneration and economic growth issues in London.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Knowledge and experience of the retail and commercial sector and working with developers.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Experience of successfully developing business networks and contacts to achieve specified outcomes.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Evidence of working with, and achieving service change, in the business community and public agencies.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Some knowledge of development processes.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Excellent political awareness and ability to advise elected members on policy choices and develop positive partnerships with elected Members.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Confidence and proven ability to brief managers, Members and stakeholders on regeneration issues and projects.</li> </ul>	Essential

<ul style="list-style-type: none"> <li>• Excellent understanding and knowledge of financial management and funding arrangements for local government and the opportunities offered by the Private Sector</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Commitment to develop and update professional expertise and that of the team.</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Excellent analytical skills and ability to present findings to variety of audiences.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Strong communication style and ability to create momentum and excitement about the service's work.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Robust approach to protecting the Council's interests</li> </ul>	Essential
<b>Competencies</b>	
<p><b>Impact &amp; Influence</b> Ability to get buy in and commitment to a shared vision from key influencers and service teams. Has a strong communication style and creates momentum and excitement about what needs to be done. Employs a range of influencing strategies.</p>	
<p><b>Achievement Focus</b> Shows determination over time to achieve goals within approved budgets, overcomes challenges &amp; obstacles. Takes calculated risks, based on learning &amp; experience to achieve longer term service improvements.</p>	
<p><b>Leading People &amp; Teams</b> Provides direction &amp; clarity. Creates conditions that enable teams to perform at their best. Demonstrates a highly visible and effective leadership style underpinned by the values of the organisation.</p>	
<p><b>Analytical &amp; Conceptual Thinking</b> Employs a range of techniques to see the "wood from the trees". Able to make sense of complex data and explain to others. Links &amp; implements big picture to operational.</p>	
<p><b>Self-Awareness &amp; Confidence</b> Knows own strengths &amp; limitations in providing leadership that makes a difference.</p>	
<p><b>Use of Power/Hold to Account</b> Holds others accountable for delivery of targets and is directly accountable for Service performance.</p>	
<p><b>Organisational Awareness &amp; Networking</b> Recognises &amp; addresses underlying problems, opportunities or political forces affecting the organisation. Demonstrates systematic ways of keeping informed through wider networks.</p>	
<p><b>Empowering &amp; Developing Others</b> Provides spaces for people to be creative, innovative &amp; take risks so they can develop in confidence &amp; ability. Develops strategy &amp; decision making with management team. Engages with customers &amp; stakeholders to involve them in the development of the service.</p>	

Main Contacts & Other Information
<p><u>Main Contacts:</u>  Head of Programme Management  Programme Manager  Assistant Director, Regeneration and Economic Development  Heads of Service, Regeneration  Regeneration Managers and Officers</p>

Finance Business Partners  
GLA

Other Information:

Organisational Structure

Please provide organisation structure chart.

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x	x			
Are the staff based at the same work location?				No
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	90%	Use of a computer.	Y	90%
Audio typing.	N		Crisis or conflict situations.	N	
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	Y	5%	Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	N		Working shifts / unsocial hours, nights.	N	
Outdoor work involving uneven surfaces.	N		Standing or sitting for prolonged periods.	N	



Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	N		Working at heights / on ladders, roof work.	N	
Teaching, or responsibility for, children.	N		Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
None
<b>Cash/Financial Resources</b> - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
<b>Plant/Equipment</b> - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
<b>Data Systems</b> - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
SAP Accounting system
<b>Buildings</b> - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No