

Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	UK Central Programme Co-ordinator	Post No	CS804
Directorate	Economy & Infrastructure Directorate		
Division	Growth & Development UK Central Programme Management Office		
Band and Salary	Band E £35,745 to £41,418 per annum. Incremental progression is subject to performance.		
Responsible to	Group Manager, Hub Development		
Location	Church Hill House, Council House, Solihull		
DBS Check	Not Applicable		
Special Conditions	None		

Role Purpose

An integral member of the UK Central Programme Management Office responsible for delivering the Council's Growth and Development Investment Programme and supporting West Midlands Combined Authority and Government workstreams that consist of a wide variety of development, housing, transport, infrastructure and energy projects of varying scale and complexity.

The Programme Coordinator is responsible for directing, organising and controlling project activities and coordinating associated programme governance and assurance, under the direction of the Group Manager, Hub Development and UK Central Project Managers

Role Responsibilities

- Develop and maintain strong relationships both internally and externally with a wide variety of stakeholders to achieve UK Central programme objectives. External stakeholders include West Midlands Combined Authority, HS2, Arden Cross, Muse, Birmingham Airport, The NEC, Transport for West Midlands, National Highways, JLR and potential investors.
- To work closely and liaise with Project Managers and Project Sponsors to ensure effective and efficient implementation of projects.
- To collate and produce reports for review in line with project and programme requirements.

- Organise and attend meetings and assist with determination of Hub development and project and programme requirements.
- Support key project and programme meetings producing and distributing action logs to all project team members.
- Co-ordinate and assess project proposals and business cases from Project Sponsors and ensure these are approved by the UK Central Programme and Portfolio Boards.
- Coordinate resources in line with project plans to meet project and programme requirements.
- Assist in the drafting of specifications and briefs for work and liaise with Procurement to support the tendering and commissioning process.
- Maintain an up-to-date register of all commissions and contract changes/variatioins.
- Prepare project organisation and communication charts.
- Manage Project and Programme Risk Registers reporting status changes, supporting managers to ensure a consistent approach to risk management across the programme.
- Track the progress and quality of work being undertaken by appointed consultants.
- Use project scheduling and control tools to monitor projects plans, budgets and expenditure.
- Effectively and accurately communicate relevant project information to project teams and across the Economy & Infrastructure Directorate.
- Assist in reviewing contractor quotations to ensure that fair and reasonable pricing is recommended for approval.
- Track and manage change notices and change orders.
- Keep Group Managers and others informed about project status and issues that may impact internal and external relations.
- To monitor project spend against budget allocation and report to the relevant Manager any identified or potential budget issues.
- To monitor programme delivery against milestones and report to the relevant Manager any identified potential programme slippage.
- To quality assure draft reports from consultants.
- To support the maintenance and update of the UK Central Project Management Framework.
- The post holder will be required to complete financial training but will have direct responsibility for financial resources up to c£250,000.
- Any other appropriate duties as and when required.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	A Degree or HND/HNC with demonstrable relevant work experience in programme or complex project management	Project management qualification e.g. APM/Prince 2 Managing Successful Programmes Risk Management Qualification	Application Certificates
Experience & Knowledge	Demonstrable relevant experience in programme co-ordination and/or management.	Experience of co-ordination of Local Government or other public sector projects initiatives including European funded interventions	Application Interview

	Experience of setting up and maintaining management information systems and performance reporting		Application Interview
	Experience in management of programme financial resources, including external and grant income and compliance with financial codes and funding criteria.	Knowledge of co-ordinating programmes that include infrastructure and development projects	Application Interview
	Experience of building productive relationships and liaising with a wide range of customers, partners and stakeholders at all levels.		Application Interview

Skills & Abilities	Application of programme co-ordination and/or management skills.		Application
	Ability to prioritise workload, manage own time and workload, meet deadlines and respond to and manage competing demands.		Interview
	Demonstrable ability to work on own initiative and identify and realise opportunities		Application Interview
	Effective verbal (presentation) and written communication skills		Application Interview Assessment
	Ability to analyse, interpret and present complex information.		Interview Assessment
	Ability to use information technology including Microsoft Word, Outlook, Excel and PowerPoint (or similar) and the Internet.	Ability to use Microsoft Project and other Project Management Software.	Application Interview
	Developed interpersonal skills with ability to engage, co-ordinate and work with employers, professional bodies and organisations to meet project objectives.	Skilled in working across both public and private sector.	Interview
	Able to establish and maintain good working and personal relationships with a wide range of stakeholders.		Application Interview
	Influencing skills to agree targets, motivate peers, staff and external partners to meet common goals.		Application Interview

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	Trust and Respect - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview

Other Requirements			

Compiled/Reviewed by	Alan Smith
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Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.