

## ROLE PROFILE

<b>Job Title:</b>	Programme Assistant (Generic)	<b>Job Code:</b>	D/I20
<b>Department:</b>	Implementation	<b>Version:</b>	1.0
<b>Reports To:</b>	Programme Coordinator	<b>Date Created:</b>	July 2018
		<b>Grade:</b>	H

<b>Is this a politically restricted Post?</b>	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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## ORGANISATIONAL CONTEXT

### Our Vision as an organisation is:

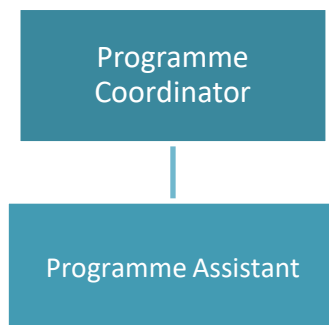
To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

### To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

### Our department contributes to this by:

Delivering programmes and projects to realise value in order to maximise growth.



## Job Overview:

- Support the management and delivery of activities regarding the implementation of transport programmes including West Yorkshire Plus Transport Fund; Leeds Public Transport Investment Programme.

- © Take a pro-active approach to participating and delivering of your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure that these are delivered at all times.
- © Be a visible and enthusiastic team member, encouraging partnership working across the organisation.
- © Take a positive approach to self-development.

## CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.  
These indicate the end result or outputs for which the role holder is responsible.*

### People Contacts:

- © Support partnership working across the organisation and externally.
- © Work together with your team to ensure targets are achieved.
- © Be an advocate of our strong performance management culture, taking accountability for delivering results.
- © Contribute to a positive working environment for your team, with a solid ethic of working towards achievement of our vision.
- © Take a proactive approach to internal processes, contributing during meetings and interviews.
- © Utilise effective communication channels when working with others.

### Technical Duties:

- Provide Technical input and support to the development, delivery, appraisal and post-implementation monitoring of programmes and projects, ensuring that the Combined Authority's project management procedures are followed, under the direction of the Programme Manager.
- Provide programme management input to projects within the programme, including attendance at project team meetings and other meetings, using own judgement and initiative to determine an appropriate course of action in negotiation with Project Executives and Managers.
- Negotiate with internal and external suppliers to ensure that project and programme deliverables are achieved to specification, timescales and budget under guidance from the Programme and Project Managers.
- Manage and administer technical staff through facilitating meetings, setting agendas and compiling minutes, requesting and reviewing reports, presentations and disseminating meeting papers, in consultation with the Programme Manager.
- Administer Programme and Project Boards, including the establishment and maintenance of programme and project management documentation, including the management of both hard copy and electronic filing systems.
- Compile, draft and edit programme newsletters, website information and use of social media.
- Write and prepare reports, briefings and presentations, including formal responses to internal and external communications.
- Determine, administer and monitor expenditure profiles for the Programme including those projects directly delivered by the Combined Authority through internal financial processes and grant agreements with third parties in conjunction with the relevant Project / Programme Managers.
- Undertake budget administration requirements, including keeping budgets up to date, raising orders/requisitions and processing of invoices using Combined Authority financial management systems.

- © Typically works on horizons of up to one year, in line with the objectives set in the business plan.
- © To uphold procedures in place to achieve your strategic objectives, suggesting amendments to processes as required.
- © Ensuring compliance with the Combined Authority's health and safety policy.

### Impact & Influence:

- Create and develop a database of key contacts and engage, develop and manage relationships with key internal and external stakeholders for the programme.
- Build productive relationships with partner Council Officers, Elected Members and key stakeholders, through the organisation and delivery of workshops, stakeholder groups and meetings to obtain support and commitment to the programme.

- Represent the Programme and Combined Authority at meetings and site visits with a variety of political, business and public stakeholders in a manner that is engaging, professional, participatory and sensitive to culture and politics.
- © Represent the interests of your team within the context of the wider aims of the Combined Authority both internally and externally.
- © Fosters good working relations across the organisation, building effective team relationships.

*The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.*

## THE PERSON

*To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.*

### Knowledge:

- © Educated to degree or equivalent relevant education/ experience
  - © Practical experience of successfully performing in a similar role.
  - © Experience of working in a programme or project environment.
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- Holds or working towards a project management qualification e.g. Prince 2 / MSP Foundation stage.
  - Experience of prioritising, effectively planning and delivering short to long term project actions.
  - Experience of problem solving and applying own judgement to make project decisions and escalating issues as appropriate.
  - Demonstrable knowledge of the issues and activities involved in public and community transport.

### People:

- © Experience of effectively contributing to team objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.
- © Experience of effectively contributing to organisational vision.

### Technical:

- © Strong negotiation skills.
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- Proficient user of standard IT packages.
  - Proficient in financial monitoring, reporting and control systems.
  - Knowledge of relevant legislation including Health & Safety at Work Act, CDM regulations and the Equality Act.

### Impact & Influence:

- Demonstrable experience of successfully developing and progressing issue resolution with partners on project delivery.
- Demonstrable experience of partnership working with multiple delivery agencies, local authorities and district colleagues.

## OUR VALUE & BEHAVIOURS

**Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together**

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.