

# Post Specification

## Post Specification - Key Information

- **Post Title: Programme Manager – Capital Programmes**
- **Date: January 2025**
- **Post Group Number: 6967**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS17**
- **Final Grade: 17**

To be read in conjunction with the job family role profile.

## Service Area Description

The Capital Programme team is responsible for the delivery of Westmorland and Furness Council's approx. £80m p.a. capital programme and supports the delivery of significant elements of the Westmorland and Furness Plan. Delivering building, civil engineering and highways infrastructure programmes and projects on behalf of a broad range of internal and external customers through a diverse range of projects and programmes including differing asset types and significant variations in scale.

## Purpose of this Post

- Lead the development and delivery of significant projects and programmes including contributing to the delivery of the Westmorland and Furness Council Plan or allied strategies and plans.
- With light touch support from the Capital Portfolio Manager design, build and manage exemplary programme and project delivery environments across any or all stages of programme life-cycle.
- Lead the procurement and management of major contracts or multiple smaller contracts at any or all programme life-cycle stages from initial feasibility to completion and asset handover. This will include the procurement and management of capital works contracts and service contracts.
- Lead and manage a high performing project and programme management team.
- Actively manage, develop and mentor team members.

## Key Job Specific Accountabilities

1. Drive project and programme delivery across significant portfolio's of capital works. Adopting a balanced and rigorous approach to active risk management and escalation.
2. Leading compliance activity across an extensive and potentially diverse programme of projects ensuring all relevant statutory requirements, financial controls, standing orders, procurement procedures, contract requirements and grant conditions and fully complied with.
3. Be a project and programme management expert taking the lead on thematic delivery strands within the portfolio.

4. Actively participate in the continuous improvement and development of increased efficiency of Westmorland and Furness Council by pro-actively sharing programme management expertise and promoting a culture of high quality programme delivery.
5. Manage and participate significantly in senior stakeholder engagement across a wide diversity of internal and external stakeholders including communities, elected members, senior officers, partner agencies, local businesses and central government.

### Key Facts and Figures of the Post

- **Budget Responsibilities:** Projects and programmes with a value of £10m or over per annum.
- **Staff Management Responsibilities:**
  - Teams of up to 10 staff.
  - Lead and manage a high performing project and project management team.
  - Lead and manage an extensive and diverse external supply chain comprising specialist consultants, professional services providers, works contractors and others.
- **Other: (Any other relevant facts and figures)** Projects may be of high profile and require direct engagement in media activities. A willingness to be directly engaged in media activities if required is essential.

### Essential Criteria

- **Qualifications:** Relevant degree or equivalent in related professional discipline.
- **Knowledge:**
  - Extensive knowledge and experience in managing medium to large value contracts including contracts for design services, technical services and capital works. Extensive knowledge and experience in managing medium to large value service delivery contracts.
  - Well-developed project, programme and risk management skills across all stages of project / programme life-cycle. A recognised project management qualification is desirable.
- **Experience:**
  - A strong track record in the delivery of significant projects and programmes including capital works and service re-configuration at all phases including outline business case, outline design, detailed design, construction works and handover.
  - Significant experience of managing public facing projects and programmes subject to high levels of interest by local communities, the media and politicians.
  - Demonstrable experience of working with a range of external and internal stakeholders including external funding bodies. Proven track record of working in partnership across public, private and third sector.
- **Expertise:**
  - Awareness of and commitment to the requirements of the construction design management regulations.
  - Strong commercial acumen and commitment to delivery of value for money public services.
  - Proven ability to prioritise, motivate and influence others.
  - Good negotiation skills including in a commercial environment.

## Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

## Job Working Circumstances

- **Emotional Demands:** Minimum No additional demands exposure
- **Physical Demands:** Normal effort required
- **Working Conditions:** No additional demands
- **Other Factors:** (Any other relevant factors)

## Other Factors:

- Westmorland and Furness Council is undertaking a step change in its modernisation and efficiency programme. The capital programme team is fundamental to the success of this through the delivery of major works programmes that directly support the communities of Cumbria and also in the delivery of corporate assets critical to modernised working.