

JOB DESCRIPTION

Role	Programme Assistant
Reports to	Programme Manager

Context

A lean, agile and effective organisation, we focus on delivering key ambitions for the Combined Authority which include:

- Doubling the size of the local economy
- accelerating house building rates to meet local and UK need
- delivering outstanding and much needed connectivity in terms of transport and digital links
- providing the UK's most technically skilled workforce
- transforming public service delivery to be much more seamless and responsive to local need
- growing international recognition for our knowledge-based economy
- improving the quality of life by tackling areas suffering from deprivation.

To bring these plans to life we are making a number of key strategic appointments.

Job Purpose

The role is to provide administrative support to projects, ensuring smooth operations and effective implementation. Duties include coordinating meetings, managing documentation, assisting in reporting, and supporting communication between teams and stakeholders.

Key Responsibilities

- Support the successful implementation of the CPCA's programme delivery approach (aligned to the Combined Authorities Assurance Framework) to provide programme assurance and safeguard the CA's investments.
- Promote and embed best practice delivery assurance across the CPCA's programmes ensuring that all programme/project managers use the CPCA's approach, toolsets and processes.
- Operate programme monitoring and reporting across all the CPCA's programmes; including - programme plans, resources, risks and issues, budget spend and cashflow projections; funding agreements.
- Support the development and management of monitoring and evaluation processes; lead on collating, analysing and reporting monitoring information on outputs and outcomes to contribute to performance reporting to the CPCA Board / Business Board and Government departments.
- Monitor and report on spend and cashflow projections across programmes.
- Develop and maintain the CPCA's corporate systems and records/documentation across all programme activity.

- Support production of communications materials for programmes; programme events in liaison with Marketing and Communications.
- Support the design, development and ongoing iteration of the programme delivery approach ensuring alignment to the Assurance Framework.
- Ensure the CA's corporate requirements are consistently met, including business planning, programme delivery, performance management and budget monitoring.

Core Responsibilities

- Support programme delivery and assurance for the portfolio of agreed programmes/priorities in liaison with CPCA Project Managers, Delivery Partners (for commissioned activity).
- Support programme monitoring and reporting for the portfolio of agreed programmes/priorities.
- Development of effective working relationships with key stakeholders / local organisations.
- Regular and accurate performance reporting
- Direct support to Programme Manager and Director
- Support for the development and approval of business cases and the monitoring of outputs

Person Specification

Leadership Behaviours

- Expansive, creative business thinker – thinks outside 'tried and tested' models or approaches
- Exceptional communicator and relationship-builder that generates confidence in colleagues, members and senior business stakeholders
- Highly adaptable - to changing circumstances and demands
- Collaborative – works productively with peers, team and others
- Motivated – driven by personal and organisational achievement

Qualifications and Knowledge

- Understanding programme management and strong organisational skills.
- Ability to manage a range of programme/projects

Good understanding of performance management frameworks and tools in the delivery of business objective.

Experience

- Knowledge and understanding of systems and processes in supporting project/programme management include:
- Experience of a range of project types
- Experience of programme reporting including project plans, risks and issues, outputs and outcomes, budgets and cashflow
- Experience of working in multi-agency, multi-stakeholder environments and developing effective relationships at all levels
- Knowledge and understanding of systems and processes used in business support and financial management
- Knowledge and understanding of maintaining corporate records and documentation