

Northumberland County Council - JOB DESCRIPTION

Post Title: Senior Programme Officer		Director/Service/Sector: Place and Regeneration Economic Development & Growth Service Funding Investment and Assurance Team		Office Use
Grade: Band 8		Workplace: County Hall and other locations in accordance with the Agile Working Policy		JE ref: 4563 HRMS ref:
Responsible to: Funding, Investment and Assurance Manager		Date: July 2025	Manager Level: 3	
Job Purpose:				
To provide professional advice and technical support for the development of multi-year Investment Programme within the Economic Development and Growth service being taken forward by the Council.				
To support the establishment and delivery of all Investment programme functions – ensuring the timely and compliant implementation of the programmes. Engaging with internal and external partners to ensure milestones and programme deliverables are achieved				
Monitor programme delivery and prepare resulting reports for internal and external governance processes and accountability, identifying and providing solutions for programme risks. To lead and manage critical project activities; scope, cost, time, and quality and working with colleagues to minimise risk.				
Resources	Staff	Will mentor junior members of staff.		
	Finance	Directly responsible for providing advice on high profile investment programmes’ budgets (capital and revenue). Project budgets will vary will generally be in excess of £10m.		
		Supporting the acquisition of funding for projects with a value of up to £100m.		
	Physical			
	Clients	A variety of internal and external stakeholders, mainly private sector businesses seeking grant information and funding for identified strategic projects		
Duties and key result areas:				
1. Support the investment programme functions, systems and structures, including Programme delivery timelines and interdependencies, Governance, Procurement and Performance routes and associated reporting. 2. Engage with external and internal partners to ensure the timely delivery of programme functions – including business case development, performance monitoring and financial flows. 3. Ensure all deliverables agreed are monitored and managed, and successfully achieved – including full reporting of, and alignment with, programme requirements for Investment Funds, Investment Zones and Growth Endowment Investment Funds (GEIF). 4. Monitor the Annual Delivery Plan and liaise with relevant partners to ensure the successful development and timely delivery of associated programme plans (e.g. project or site investment propositions). 5. Establish stakeholder communications at project level, ensure projects are being managed and deliverables achieved in a complaint manner, particularly regarding statutory and technical compliance items.				

6. Support the preparation of reports for submission to programme and CA governance bodies; ensuring the accuracy of information and transparency of status/performance.
7. Engage with Enabling Services colleagues to ensure all governance, legal, financial, risk, performance, and procurement processes are appropriately planned and adhered to.
8. Liaise with consultants, external experts and contractors as required – including preparation of tenders and procurement, budgets ongoing relationship management and performance monitoring.
9. Provide professional advice and guidance to internal and external project applicants on the criteria and eligibility requirements for multi-year external funding sources which will enable the Council to deliver its Regeneration and Economic Growth priorities
10. Contribute to the responses to appraisal queries raised by external appraisers
11. Provide technical support to internal services and external organisations on the requirements of External Funding and Investment
12. Develop funding strategies for projects relating to Investment Funds within the Regeneration Investment Pipeline
13. Advise and support Project leads on the acquisition of external funding relating to Investment Funds, Investment Zones and Growth Endowment Funds
14. Working alongside colleagues to prepare and deliver grant/finance agreements with projects and ensure spend is monitored and accounted for.
15. Manage and deliver workshops advising on eligibility of funds and associated good practice in bid development
16. Provide professional advice to elected members, senior managers and service users on matters of strategy, policy and practice relating to external funding.
17. Maintain positive and constructive relations with UK Government, North East Combined Authority and the network of external funding partners with a view to securing maximum external funding investment in council regeneration and economic activity
18. Actively promote the role of the service in relation to its activities and policies at local, regional and national level as appropriate.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders will be expected to undertake duties and responsibilities relevant to the nature, level and extend of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Involves frequent travel to meetings, sites, projects and other locations throughout the county and beyond.
Working patterns:	Flexible working arrangements with the need to work outside of normal working hours as required.
Working conditions:	Some exposure to working outdoors.

PERSON SPECIFICATION

Post Title: Senior Regeneration Investment External Funding Officer		Director/Service/Sector: Economy & Regeneration Service	Ref: 4563
Essential		Desirable	Assess by
Qualifications and Knowledge			
- Degree level or equivalent standard of education. - Through understanding of relevant legislation, regulations, policy, best practice and procedures in relation to national funding sources including Investment Funds - Knowledge of Treasury Green Book Business case requirements - Evidence of continued professional development.		Qualification in Project management, appraisal or evaluation. Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.	
Experience			
- A minimum of 3 years recent experience and achievement within External funding management and support. - Experience in the development and delivery of externally funded projects including Investment Funds, Investment Zones and Growth Endowment Funds. - Experience of working with governance structures to ensure the appropriate use of public funds. - Experience of assisting with stakeholder engagement and management with partners - Experience of developing finance plans for business cases. - Experience of project management software systems - Knowledge of business cases/funding applications. - A successful track record of engaging effectively with others at all levels and building productive partnerships with key stakeholders. - Relevant experience in interpreting policies, procedures and grant regulations.		Experience of grant funding regulations and programmes Experience / demonstrable knowledge of non-recoverable (debt / equity) funding programmes	
Skills and competencies			
- Advanced IT skills and able to effectively use IT to achieve work objectives. - Excellent organisational skills with the ability to react quickly and handle a diverse and complex portfolio of projects. - Excellent interpersonal and communication skills to relate effectively to and command respect, trust and confidence of internal colleagues and Senior Managers, officers within external funding agencies, project applicants, Council members and other stakeholders. - Well-developed networking, partnership and support skills. - Effectively expresses views using appropriate means depending upon the audience. - Strong analytical skills and an aptitude for developing solutions to problems. - Numerate and skilled at analysing/reasoning with complex business related statistics. - Advanced written skills with an aptitude to effectively make funding justifications and activity descriptions. - Persistence in applying a methodical approach to problem solving.			

• Negotiation skills and able to persuade others to an alternative point of view. • Maintains a professional demeanour in stressful and difficult situations. • A desire to drive innovation and share knowledge and information to contribute to team successes and achievements. • Anticipate service needs to provide excellent service continually striving to improve efficiency and effectiveness.		
Physical, mental, emotional and environmental demands		
• Normally works from a seated position with some need to walk, bend or carry items. • Need to maintain general awareness with lengthy periods of enhanced concentration. • Some contact with public/clients in dispute with the County Council.		
Motivation		
• High motivated and able to work on own initiative and without supervision • Models and encourages high standards of honesty, integrity, openness, and respect for others. • Promotes and encourages a Partnership approach to working. • Proactive and achievement orientated • Works with little direct supervision.		
Other		
The post will require working throughout Northumberland and the North East region. Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits