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| **Profile Title:** | SCR Programme Support Officer |  | | | | | |
| **Reports to:** | SCR Senior Programme Manager |
| **Employee Supervision:** | None | **Grade:** | 9 | **Profile Ref:** | 105682 | | |
| **Purpose of the Post** | | | | | | | |
| This role will support the functional leadership of the Sheffield City Region activities across city region partners and stakeholders.  To support workstreams within remit, required in order for Sheffield City Region to substantially achieve growth. Specifically to implement SCR programmes, projects and schemes within remit to ensure all investments deliver the associated KPIs and realise the benefits and results for the Sheffield City Region outlined in the SEP.  This role will work within a challenging and complex policy environment and with senior stakeholders and is part of a family of jobs covering the skills, employment and transport functions**.** | | | | | | | |
| **Responsibilities** | | | | | | | |
| * To support the work programme within remit, and contribute to the work of the SCR in a way that ensures that appropriate corporate management, team and sectional targets are achieved. | | | | | | | |
| * Support the development of the SCR CA business plan / forward plan of work. | | | | | | | |
| * Support the development of schemes and programmes to affect and maintain changes to the economic development landscape in SCR by (a) delivering well-defined, time limited projects with clear measurable objectives (b) delivering ongoing products or services where there is a clear rationale for doing so to ensure the highest quality of outcomes and benefits for SCR businesses and individuals in all aspects of investment. | | | | | | | |
| * Liaise with internal and external stakeholder including with Whitehall officials, managers, employees, Councillors, businesses, Board Members, partnership agencies and other city regions as appropriate in the development and delivery of the programme. | | | | | | | |
| * To develop effective internal and external relationships working across all SCR business areas, partners and stakeholders to ensure the provision and delivery of joined up programmes. | | | | | | | |
| * Undertake performance management, self-assessment and data analysis and interpretation, promoting quality practice and service delivery, ensuring continuous improvement in line with all appropriate performance management / quality frameworks. | | | | | | | |
| * Prepare data, reports and papers as appropriate, suitable for wider audiences. | | | | | | | |
| * Develop and maintain knowledge of local and national regulations, policies and procedures which have implications for programme or service design and delivery. | | | | | | | |
| * Support the development of new propositions to secure for the SCR CA/LEP either substantial financial investment and/or additional freedoms or flexibilities from Government. | | | | | | | |
| * Financial management for specific and defined programme areas. | | | | | | | |
| * Support setting the specifications for the commissioning/procurement of services and systems as required and act as client lead for the management and quality assurance of commissioned provision. | | | | | | | |
| * Undertaking a range of administrative responsibilities including the administration of formal meetings, progressing actions, production of minutes and responding to external partner enquiries. | | | | | | | |
| * Representing the SCR at formal events and meetings. | | | | | | | |
| * Undertake any other duties commensurate with the role as requested by management. | | | | | | | |
| **Education and Training** | | | | | | **Measure** | **Rank** |
| * Educated to degree level or equivalent in a relevant area. | | | | | | A/C | E |
| * Evidence of recent continuous professional development | | | | | | A/C | D |
| **Relevant Experience** | | | | | | **Measure** | **Rank** |
| * Experience of supporting programme design, development and delivery work, including experience of working within the statutory, regulatory and inspection / audit regimes of the public sector. | | | | | | A/I | E |
| * Experience of working with senior business leaders, senior executives, elected members and other politicians, including presenting professional advice and guidance. | | | | | | A/I | E |
| * Experience of managing budgets involving a range of funding streams and partners with the ability to understand financial information and processes. | | | | | | A/I | E |
| * Experience of utilising data and performance information to make continuous programme improvements ensuring projects deliver the full range of outcomes. | | | | | | A/I | E |
| * Experience of providing advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis. | | | | | | A/I | E |
| * Experience of delivering projects, services or initiatives to a high level of quality, including experience of developing risk plans, value management and cost control. | | | | | | A/I | E |
| * Experience of presenting complex material to external stakeholders. | | | | | | A/I | E |
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| **General and Special Knowledge** | | | | | | **Measure** | **Rank** |
| * Knowledge of the challenges faced in growing the Sheffield City Region economy. | | | | | | A/I | E |
| * Knowledge of economic development policy and programmes | | | | | | A/I | D |
| * Working knowledge of public procurement requirements | | | | | | A/I | E |
| * Knowledge of programme management techniques. | | | | | | A/I | E |
| **Skills and Abilities** | | | | | | **Measure** | **Rank** |
| * Strong communication skills in producing quality documentation including reports, ensuring they are suitable for a wide range of different audiences. | | | | | | A/I | E |
| * Strong analytical skills applied to carrying out research and developing evidence based programmes. | | | | | | A/I | E |
| * Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative to complete tasks under minimal supervision. | | | | | | A/I | E |
| * The ability to understand complexity and give accurate concise advice to decision makers and more senior colleagues. | | | | | | A/I | E |
| * Ability to work at senior levels, sometimes in areas of tension and conflict with evidence of sound judgement. | | | | | | A/I | E |
| * Financial and commercial awareness, including the ability to negotiate. | | | | | | A/I | E |
| * Ability and skilled in defining a clear scope of work for external providers, commissioning work and managing numerous commissions in tandem. | | | | | | A/I | E |
| * Ability to quickly pick up new areas of work to make a positive impact. | | | | | | A/I | E |
| **Additional Requirements** | | | | | | **Measure** | **Rank** |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Executive Team. | | | | | | A/I | E |
| * Willing to undertake training and continuous professional development in connection with the post. | | | | | | A/I | E |
| * Work in accordance with the values and behaviours of both the LEP and the SCR Combined Authority. | | | | | | I | E |
| * Able to undertake any travel in connection with the post. | | | | | | A/I | E |