



<b>Title</b> <b>Broadband Programme Officer</b> <b>(implementation and monitoring)</b>	<b>Department</b> <b>Policy, Planning and Corporate Services</b>	<b>Post Ref.</b> <b>New</b>
<b>Job Purpose</b> To support the Programme Manager in ensuring the Better Broadband for Nottinghamshire (BBfN) programme is delivered to the required standard of quality and within the specified constraints of time and cost.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. Lead on and deliver specified workstreams within key areas of the BBfN programme.</li><li>2. Monitor progress of all workstreams within the BBfN programme and identify any slippage or potential slippage and inform the Programme Manager of any slippage in a timely manner.</li><li>3. Analyse and interpret information from the BBfN prime contractor and sub-contracted organisations to inform the overall development and delivery of the BBfN Programme.</li><li>4. Manage the reporting and claims process for funding partners (including BDUK and ERDF) according to the timelines and standards set out in funding contracts and agreements and the supply of services contract with the prime contractor.</li><li>5. Provide support and training to PMO colleagues in scoping, planning and tracking projects.</li><li>6. Make adjustments to the programme in accordance with approved decisions relating to mitigation of risks, slippage and change control.</li><li>7. Liaise with workstream leads to ensure a consistent programme approach is applied across all activity.</li><li>8. Provide supporting information and guidance to workstream leads including planning, tracking, reporting, risk assessment, financial accounting and quality control.</li><li>9. Support effective and successful relationship and stakeholder engagement, through the provision of timely information and reports as required.</li></ol>		<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. To the Programme Sponsor and organisation for the effective and timely submission of robust claim data to ensure that the Council complies with agreed requirements and draws down its full allocation of external funds.</li><li>2. To the Programme Manager for regular and detailed updates of progress against agreed milestones across the different workstreams that make up the BBfN programme.</li><li>3. To ensure that financial regulations are complied with and that claims processes are adhered to across the programme.</li><li>4. TBC</li></ol>

<p>10. Support the effective facilitation of all internal and external governance structures associated with the programme. This will include the taking and issuing of minutes and papers to agreed time and quality standards</p> <p>11. Provide daily project support to the ERDF, BDUK and local authority funded programme – including processing applications, issuing correspondence and paying invoices, develop compliant project management systems and processes and maintain electronic and manual project files.</p> <p>12. Keep abreast of relevant legislation, regulations and procedures and apply their working knowledge of project management processes and of ERDF and other governance grant management, and compliance requirements.</p> <p>13. Provide flexible support to the Programme Delivery Board in the development and delivery of core projects and preparation of further funding bids to support the successful delivery of the Better Broadband for Nottinghamshire Programme.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

**Person Specification****Education and Knowledge**

1. A record of achievement in professional development with understanding of PRINCE2 project management practice
2. Knowledge and understanding of local government services and how they operate with, preferably, more than two years experience of working in local government
3. Knowledge of the national and local policy context for economic development initiatives, particularly where these relate to business growth and support
4. Knowledge and understanding of the telecoms sector and of broadband initiatives
5. Knowledge and understanding of gap funding models

**Experience**

10. Significant experience of working on large-scale and complex projects and partnership delivery models
11. Experience of working with a range of senior managers and Elected Members across a large organisation
12. Experience of working with senior managers and directors from external (and often private sector) partners
13. Experience of carrying out detailed and complex tasks with minimal supervision
14. Experience of preparing financial and performance related claims for funding and partner organisations
15. Experience of managing projects through robust financial and performance audits

**Personal skills and general competencies**

6. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
7. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
8. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
9. Ability to meet agreed objectives and delivery targets by the effective use of resources.

Tier 7 – Experienced / Professional Staff

16. A proven track record of delivery and achievement	
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***Role Dimensions***

- 17. Reporting to the BBfN Programme Manager. Indirectly supporting the work of key elected Members and the Programme Sponsor.
- 18. Responsibility for monitoring financial information relating to the programme and translating this into claims for external funds.
- 19. No direct reports but deputising for the Programme Manager in their absence will require occasional line management of the business support officer post.

*Please attach a structure chart*

Date 01 December 2013