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| **Service:** | Economy Directorate |
| **Post title:** | Delivery Officer |
| **Grade:** | Grade G |
| **Responsible to:** | Senior Programmes Manager/Programmes Management Officer |
| **Staff managed:** | None |
| **Date of issue:** | 16 August 2024 |
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| Job context |
| * The York and North Yorkshire Combined Authority is a legally recognised, single body. Our role is to use some of the devolved money and powers, that up to now have been held by central government, and work with local leaders and communities to invest in ways that will help to make York and North Yorkshire a better place for you to live, work and do business. * Y&NYCA, led by the Mayor of York and North Yorkshire, looks at issues affecting the whole region; with a core purpose of growing our economy, making our communities safer and delivering on strategies relating to the region’s thriving workforce, sustainable & affordable housing, a well- connected transport system and NetZero, amongst other strategies defined and developed to meet the demands of York and North Yorkshire today and in the future. * The Combined Authority continues to deliver on the work formerly established by the Local Enterprise Partnership; providing a strong platform for a public-private partnership across York and North Yorkshire. * The Y&YNCA is currently delivering Capital Investment Programmes (Net Zero Fund £20m and Brownfield Housing Fund £13m) Skills Bootcamps Programme (£2.6m), Growth Hub Business Support (£300k), Mayoral Investment Funding (£18m pa) and Careers Hub Network (£200k) to deliver the York and North Yorkshire Economic Framework, and support the recently announced proposal by Government for Regional Growth Plans, which will set out an economic vision for the next 20 years and be used to secure major new investment. * This job is responsible for supporting the project management of programmes being delivered across the Economy Directorate, and ensuring investment secured by the York and North Yorkshire Combined Authority is delivered on budget, on time and delivers the contracted outputs while meeting compliance and assurance requirements of good practice for public funding. * Projects may be both capital and revenue and across a range of different disciplines. Typically, these will support the delivery of economic priorities for the York and North Yorkshire area including themes of business growth and support, learning and skills, low carbon and environmental, communities, place, housing, transport and core infrastructure. |

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| Structure |

YNYCA Chief Executive

Head of Delivery

Programme Management Officer

1 FTE Grade L

Head of Strategy

Senior Programmes Mgr

1 FTE Grade N

**Delivery Officers**

**6 FTE Grade G**

Programme Management Officers 2 FTE Grade L

**Contract and Relationship Officers**

**2 FTE Grade JK**

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| Job Description | |
| Job purpose | **Under the overall direction of their line manager, the post holder will undertake a range of project support activities. These activities may include:**  **• Plan and manage programme delivery**  **• Collect, collate, and analyse data**  **• Produce programme and project reports**  **• Research information and services**  **• Contribute to service design**  **The post-holder will also undertake, with supervision, projects of a varying nature and complexity. The post holder will be undertaking a range of activities and so will need to be able to prioritise and balance their own work accordingly.** |
| Operational management | * To undertake support programme development activities to assist in the design and delivery of one or more projects under the day-to-day direction of the line manager. * Liaise with service providers, CA colleagues, and Local Authority partners to design, procure and contract, relevant programme activity. * Responsible for leading on procuring work that develops required programmes within single teams. * On larger projects lead on tasks as instructed by the line manager and others. * To undertake, with supervision, programme management and administration, and projects of a varying nature and complexity and following a standard project methodology. * To collect, collate and analyse data in a consistent manner and record such data appropriately. * Provide administrative coordination to one or more programmes and/or projects. * Undertake creative problem solving in circumstances where programme and/or project progress is slowed. * Identify issues and risks in programmes and/or one or more projects. * Advise and support, under supervision, on decisions to be taken during the course of a programme and/or project and ensure compliance. * Compile accurate notes and minutes of actions and issues arising from meetings to support the audit trail. * Act as a host and CA representative at one-to-many training delivered either online, or in person, by third party providers. * Contact delegates who have attended events or benefited from support programmes. * Upload information and video content to the CA website with the aid of the CA Communications team |
| Communications | * Ensure that the line manager and team members are kept informed of task progress appropriately. * Appraise the line manager of any new issues or risks as they emerge. |
| Partnership / corporate working | * Develop and maintain positive and cooperative working relationships with members of all CA teams, Local Authorities, and delivery partners. * Share skills, knowledge and learning to ensure project success. |
| Resource management | * Assist with the project management of multiskilled project teams. * Contribute to the preparation and monitoring of programme and/or project efficiencies and targets. * Support the planning and managing of the workload to ensure timely outcomes * Support programme and/or project budgetary monitoring to ensure that spend is recorded and reported appropriately. Project budgets will vary and are likely to range between £5000 and £100,000 but could be up to £250,000 and more on larger projects. * Contribute to ensuring that resources are used in a planned way in order to maintain an efficient and cost-effective service which takes full account of both changing needs and resource availability. * To support the line manager in the administration of identifying and procuring additional expertise when required to support programmes and/or projects by working with stakeholders to compile reports for senior staff. The post holder would have no control over budgets. |
| Systems and information | * Maintain appropriate data sets to ensure the smooth running of programmes and/or projects. * Interrogate systems to produce reports with a high degree of accuracy and in compliance with deadlines. |
| Strategic management | * In conjunction with programme and project managers:   + Contribute to and implement project plans;   + Contribute to the quality assurance of programmes and/or projects   + Maintain appropriate project document configuration to ensure an auditable trail of activity. * Manage, under supervision, the full life cycle of a project especially managing risks (arising from project dependencies) and change control. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Good working knowledge of project management methodology. * Good working knowledge of the economic development landscape, local government, or the wider public sector. * Knowledge of public sector procurement. | * Knowledge of Lean, BPR or other change management methodology * Project Management qualification such as Prince2 Foundation. * A business related qualification. |
| Experience   * Experience of project work. * Varied experience of data analysis. * Experience of liaising and communicating effectively with colleagues and stakeholder at all levels. * Experience of dealing with multiple partners and providers to deliver programmes. * Experience of procuring services in the public sector * Experience of producing clear and concise short reports to managers. | * Experience of supporting the delivery of business support programmes. * Experience of supporting service design * Experience of being involved in organisational culture change strategies. |
| Occupational Skills   * Literacy and Numeracy skills to Level 3. * Data collection, collation, and analysis skills. * Basic planning and project management skills. * Good communication and presentation skills. * Excellent IT skills. * Ability to lead simple business change workshops and/or chair meetings |  |
| Other Requirements   * Ability to travel around the County for work. * Ability to attend meetings outside of normal office hours when required. |  |
| Behaviours   * Committed to the development and demonstration of the corporate vision, values and behaviours. * Committed to ensure equality and inclusion are demonstrated. * Highly motivated and not easily discouraged. * Personal and professional demeanour. * A high degree of probity and integrity and work within the constraints of a publicly funded service. * A commitment to learning and achievement. * Able to work flexibly to meet the demands of the job including ability to attend meetings outside of normal business hours. * Able to travel for business purpose. |  |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.