

JOB DESCRIPTION

JOB TITLE:	Programme Co-ordinator
MANAGED BY:	Head of Democratic Services
GRADE:	7

ROLE OVERVIEW

Key accountabilities: Scheduling briefings through the decision pathway. Assurance of the forward plan.	<p>The Programme Coordinator has a central role in the organisation, working with colleagues in all service areas to ensure decision making follows internal and external deadlines, with decision makers briefed at the right time.</p> <p>The role is responsible for working with project and programme managers as well as senior managers to identify and ensure necessary briefings are scheduled for decision making in a politically led organisation.</p>
Key relationships: Democratic Services, Directors, Programme & Project Managers	<p>The programme coordinator will use their skills and knowledge to design and manage the administrative systems and processes that will keep the forward plan up to date.</p>

THE ROLE

The West of England Mayoral Combined Authority is seeking to appoint a Programme Co-ordinator to work with the democratic services team and colleagues across the organisation.

The Programme Coordinator will support the organisation's decision-making process, in particular liaising with colleagues at all levels to develop and maintain the forward plan and alignment with project plans and briefings to senior managers and the mayor.

The role will support colleagues to navigate the decision pathway with briefings, stakeholder engagement and approvals scheduled appropriately across internal and external meetings. This is an exciting opportunity giving the postholder a detailed view of the activity and progress across all projects and programmes delivering the priorities of the Mayor.

The post-holder will work with project and programme managers providing guidance to

ensure deadlines and quality requirements are met to enable decisions to be made in a timely manner.

The role will also be flexible in meeting wider governance needs, arranging and supporting key meetings where needed with agendas, briefings, minutes and action tracking.

The successful candidate will be highly organised, have strong communication skills, and be able to prioritise and handle multiple issues concurrently. Experience and understanding of project and local government governance is desirable.

KEY RESPONSIBILITIES

- Work closely with the Head of Democratic Services to develop, maintain and communicate the organisation's forward plan and activities needed to deliver decisions on schedule.
- Ensure that appropriate governance is in place for key meetings and that activities support decision making requirements for projects across the organisation.
- Schedule and arrange for the preparation of papers and the briefings of key stakeholders in advance of important meetings and committees
- Liaise closely with all staff across the organisation, as well as internal and external stakeholders, to co-ordinate updates, prepare reports and support development of the forward plan
- Capture and share action notes from key meetings, ensuring the right people are providing the right responses at the right time
- Ensure that appropriate administrative processes are in place, making changes where necessary to improve efficiency
- To ensure that the regular cycle of reporting is co-ordinated efficiently.
- To ensure activity is managed within internal and external governance requirements.
- Work with a wide variety of colleagues to coordinate reports and ensure consistency in published information.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to either HNC or degree level in a relevant academic subject, or able to demonstrate equivalent experience.
- Knowledge of programme or project management disciplines and their practical application

Experience

- The role would suit an experienced project administrator.
- Experience of co-ordinating meetings, setting agendas and managing forward plans
- Experience of using a suite of IT packages, including Excel, MS project or similar, to co- ordinate projects and programmes
- Experience of applying project / programme management discipline to the co- ordination of a work programme
- Experience of working with staff at all levels of an organisation to complete tasks
- Some experience of working in a local government or political environment

Skills and Competencies

- Some management competence and can operate with minimal direction
- Ability to prioritise work independently, and work across a wide range of often diverse tasks on a daily basis
- Excellent organisational skills, with the ability to co-ordinate a complex series of meetings and programmes
- Excellent written and verbal communication skills
- Determined and resourceful
- Comfortable working with many different people and organisations on a daily basis.

DESIRABLE

Qualifications and Knowledge

- Some experience of working in the public sector