

POST TITLE	Senior Programme Officer (Edinburgh and South East Scotland City Region Deal – West Edinburgh Transport Improvements Programme)
DIRECTORATE	PLACE
SERVICE	TRANSPORT STRATEGY AND PARTNERSHIPS
RESPONSIBLE TO	STRATEGIC TRANSPORT PLANNING & DELIVERY MANAGER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

The post will underpin major, strategic projects relating to the 2050 Edinburgh City Vision and the £1.3 billion Edinburgh and South-East Scotland City Region Deal. The post will ensure that proposals are consistent with the strategic context and ambitions of partners, stakeholders and residents. The post will be responsible for creating and helping to secure commitment to the City Vision informed by wide-ranging engagement across the city of Edinburgh or to the City Region Deal through high level project management skills and the delivery of key milestones across the programme of work.

The post require experience and expertise across a range of professional disciplines including: Insight Planning; Research and Engagement management; Strategic Business Partnership; inclusive economic growth; and operating effectively within the political and government framework.

The post will work with the Programme Manager and the City Vision Strategic Board (chaired by the Lord Provost and including the Chief Executive) or the City Region Deal Joint Committee (comprising political leaders, university/colleges, the private and third sectors). The posts will support, inform and operate in line with the relevant Board's direction, outcomes and strategic priorities.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Develops the City Vision with input from the Strategic Board and Programme Manager.
- Cultivates and effectively utilises relationships with Strategic Board members and wider stakeholders (including the private sector, third sector, universities/colleges, inter-faith community, schools, cultural sector, resident groups and various internal council interests.
- Identifies opportunities for synergies across the City or the City Region Deal programme.
- Lead and manage the development, preparation and presentation of reports, documents and briefings for the Joint Committee, Strategic & Executive Boards and Council committees.
- Manages the monitoring and evaluation of the City Region Deal.
- Participates in, and presents to, the Joint Committee and Strategic Boards.
- Represents the City Vision or City Region Deal programmes.
- Leads on key actions supporting the development and implementation of the City Vision or City Region Deal.
- Manages the City Vision budget.
- Line manages the administrative support.
- This list is indicative of activity, not exhaustive.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Expert knowledge and understanding based on detailed knowledge of the City Vision or City Region Deal programme
- Proven expertise in analysis, insight, research, project management and engagement.
- An ability to contribute effectively to the strategic thinking of City & City Region partners.
- Excellent stakeholder relations at all levels with an ability to influence and negotiate effectively and to handle hostility in order to deliver results for the Joint Committee and/or Strategic Boards on time, within budget and to agreed quality standards.
- Awareness of, and sensitivity to, the policy and political environment locally, regionally and nationally.
- Homes in on key issues and principles, displaying a creative and innovative approach to problem solving and identifying relationships and potential synergies between complex, inter-dependent factors.
- Excellent project management skills and personal effectiveness.
- Excellent communication, engagement and team building skills. Is concise and persuasive and comfortable and effective in a representative role.
- Builds, maintain and effectively utilises a wide-range of contacts.
- Giving professional advice and direction to the PMO Programme Manager, Joint Committee and/or Strategic Boards to inform decisions, which have substantial implications for the programme.
- A degree and a specialist professional qualification in a related field is essential.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post will manage their own time and that of their teams, to meet deadlines and deliver outcomes to agreed quality standards.
- Physical demands and conditions will be predominantly within the range of normal office based activities.
- The posts will be expected to adhere to Council standards of practice in line with policy, e.g. health and safety, code of conduct

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The posts will each have responsibility for, and direct line management of, a grade 7 or grade 8 officer. One of the posts will also have responsibility for, and direct line management of, the administrative support shared across both programmes.

RESOURCES

- The posts will be responsible for managing the 2050 Edinburgh City Vision budget or the City Region Deal PMO budget.
- Responsible for designing and maintaining a platform to support the engagement campaign or to facilitate the sharing and dynamic maintenance of confidential information.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others

including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).