

Job Description and Person Specification



Job Description

Job Title	Programme Officer
Grade	7
Service	Childrens Joint Commissioning Team
Reports to	Joint Commissioning Manager
Location	Friargate
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

A Programme Officer is required to co-ordinate and lead on the project planning, development, implementation, and monitoring of programmes and initiatives within the Joint Commissioning Team. The role will have a focus on Mental Health and Disabilities commissioning.

Main Duties & Key Accountabilities

1. Provide programme management support and take a lead on the implementation of evidence-based programmes, services and initiatives for the Joint Commissioning Team in partnership with partner agencies.
2. Lead on the development and commissioning process of new programmes / services from their inception through to partnership negotiations, financial planning, appraisal, approval, delivery, monitoring, and evaluation stage.
3. Map the needs profile of children and young people and their families with support from the children's service data team, public health and partner agencies. Analyse the information to determine the groups of children who would be best supported by joint commissioned evidenced based programmes, services and initiatives.
4. Collaboratively develop the service protocols, criteria, pathways and referral routes for services with partners following completion of the needs analysis and mapping.
5. Co-ordinate and consult with a range of stakeholders including children and young people, parent and carers, Childrens Services, Health, Education, and Provider market on the development of programmes.
6. Draw up the service specifications and measurable quality outputs / outcomes.
7. Ensure that programmes / services work in partnership with other services and relevant strategic partnerships.
8. Assist in the co-ordination of programmes with other key partner services (e.g. CAMHS, SEND, Health provision for Looked after children) and work towards joined-up delivery and non-duplication of provision.

9. Develop a communication sharing protocol / strategy on new programmes and share this with key stakeholders and partner agencies
10. Provide support and guidance on relevant financial issues and City Council processes in the development of new programmes
11. Develop information systems to support the systemic data collation and recording of delivery outputs, outcomes, monitoring and evaluation of programmes
12. Support management in the City Council in the operational planning of teams / service programmes, including i.e. locations of staff in the service areas, IT equipment, etc.
13. Complete a financial profiling report of programmes with support from the designated finance officer
14. Undertake regular quality assurance / contract management of programmes in order to ensure their effectiveness and efficiency in achieving spending and output targets in line with agreed action plans and ensure that other Council officers and managers are made aware of any potential issues and problems.
15. Report and present to Senior Local Authority officers, Cabinet Members and members of strategic partnerships / boards, Department of Children and Families and Department of Health on the progress in implementing programmes and outcomes of the programmes, links to core service delivery and mainstreaming potential
16. Be a focal point of contact for programmes and respond to any queries request from partner agencies, internal staff and representative government departments in external scrutiny of the programme.
17. Draft and submit programme and project data, management information and statistics, as required.
18. To attend regional and national conference relating to the area of work
19. Any other duties and responsibilities within the range of the salary grade
20. The post holder must comply with Coventry City Council's health and safety policy and in particular is required: -
 - To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
 - To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
 - Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

21. The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected.
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

22. Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

23. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines

Key relationships

External Post holders will need to build good relationships with external providers who deliver services on behalf of Coventry City Council. Including health partners such as Integrated Care Board and Coventry Warwickshire Partnership Trust.	Internal Post holders will need to work with a range of stake holders including Education, Social Care, Procurement, Finance, Commissioning, Placement Teams, and Public Health.
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	
Knowledge	
Detailed knowledge and understanding of the legal, policy, political and financial framework within which the local authority operates. · Detailed knowledge of the current national and local agenda, relevant legislation and statutory requirements for social care services and their implications for the commissioning of services	
Knowledge and understanding of commissioning services for children and young people in a culturally diverse environment, including assessment of need, specification, monitoring, review, and evaluation of services.	
Understanding of financial management principles	
Knowledge of Project Management	
Knowledge of contractual processes, tendering, monitoring, review, and evaluation of contract compliance.	
Knowledge of the range of services and provision for children & young people	
Skills and Abilities	
Research and investigative skills	
Organisations skills – time management, managing priorities and meeting deadlines	
Excellent communication skills, both written and verbal, including report writing	
Interpersonal and negotiating skills (with strategic partnerships, partner organisations, community groups, funding bodies, contractors)	
Lead new groups working on project development	
Networking skills to develop effective working relationships and inter-agency work	
Able to undertake complex data analysis to understand data provided by stakeholders with the ability to interpret and articulate data to help inform future commissioning	
Project management – plan, co-ordinate, manage and critically evaluate complex projects to timescales, within budget and to required quality standards	
Able to monitor and review the implementation of projects	
Able to advise and guide initiatives through evaluation and mainstreaming and plans of action	

Able to work own initiative and organise, plan and programme work without supervision.
Able to contribute to teamwork and demonstrate flexibility in working as part of a team, including working outside normal office hours as required
Able to operate outside own professional or technical subject area as required
Experience
Supporting major projects /commissioning of services for children and young people, with a health and social care focus. ·
Project Management – planning, developing, delivering, evaluating and monitoring projects.
IT skills in use of appropriate applications including spreadsheets, databases, word processing systems and web based technology.
Sound project and programme management skills with extensive experience of effectively managing and delivering a range of complex projects.
Delivering presentations
Preparing formal and informal reports and presenting to audiences including senior management
Collating and presenting performance management information
Budget management and financial reporting including use of spreadsheets
Working in a pressured and changing environment
Supporting senior managers and strategic / policy development
The operation of administrative and financial systems required to substantiate funding/service claims
Qualifications
Good general education to degree or equivalent standard.
Evidence of continuous personal development
Special Requirements
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS) check.

Date Created	September 2021	Date Reviewed	October 2025
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