



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Transport & Infrastructure Programme Assistant      **Job Number:** D2330D

**Service:** Transport and Highways      **Grade:** 5

**Location:** One Friargate

**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.

**Job Purpose:**

To support the delivery of the Council's transport and infrastructure programme, including supporting Heads of Service and Programme Managers with all aspects of project delivery.

**Main Duties and Responsibilities:**

1. To assist the Heads of Service, Programme and Project Managers and project teams with the development and delivery of major transport policy, infrastructure and innovation projects, including the Station Masterplan, undertaking project activities as requested by the programme manager.
2. Support the Programme Manager with the administration of external grant funding including assisting with preparation and submission of grant claims and external audits.
3. Support the Programme Manager in establishing and updating robust financial management systems for Team budgets; ensuring accurate and timely payment of accounts, maintaining commitments, audit trails and other responsibilities in accordance with the Council's financial management policies, procedures and guidance.
4. Liaise with procurement officers to ensure programme management systems are reconciled with relevant procurement systems and adhere to external funding requirements.
5. Provide project management support to the Coventry Station Masterplan project, and other transport projects as required by Heads of Service, undertaking project activities as requested by the project management team, including organising meetings, taking meeting notes, producing project trackers and supporting with day to day project administration.
6. Build good working relationships with project teams, colleagues in other service areas, external consultants and stakeholders.

7. Any other duties and responsibilities within the range of the salary grade.

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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.

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

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for:**

**Responsible to:** Head of Infrastructure Delivery

**Date Reviewed:** June 2018

**Updated:** April 2021



Coventry City Council

## Person Specification

<b>Job Title:</b>	Transport & Infrastructure Programme Assistant	<b>Job Number:</b>	D2330D
<b>Service:</b>	Transport and Highways	<b>Grade:</b>	5
<b>Location:</b>	One Friargate		

Area	Description
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<b>Knowledge:</b>	• Good knowledge of established software packages including Microsoft Office and Excel
	• Excellent knowledge of the Council's financial management system and processes
	• Good understanding of project management principles
	• Knowledge of document management and version control

<b>Skills and Abilities:</b>	• Excellent skills to accurately record information, both manually and computerised, particularly with regards to project management systems
	• Excellent level of IT skills, particularly with regards to financial spreadsheets and management systems.
	• Good written communication skills in order to produce a variety of reports, presentations and other forms of communication
	• Excellent numeracy skills sufficient to be able to manipulate and interpret financial data
	• Effective verbal communication skills and good interpersonal skills in order to deal with a wide range of stakeholders in a positive and tactful way
	• Able to work with minimal direction

<b>Experience:</b>	• Experience in administration or similar office based procedures
	• Experience of financial administration including invoicing and ordering procedures.
	• Experience of project management systems
	• Use of microsoft office applications

<b>Educational:</b>	• Appropriate office experience in finance or related discipline
	GCSE's A – C including English and Maths or 2 years experience in a technical field.



Coventry City Council

Human Resources

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**Date Reviewed:** June 18

**Updated:** April 21