

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	Programme & Commissioning Officer
Grade	PS9	Reports to (role title)	Principal Programme & Commissioning Officer
		Directorate/School	Place
JE Band	314-370	Service / Department	Environment & Planning
		Date Role Profile was created	Oct-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Sitting within the Place Programme Development & Commissioning Team, the role will take a leading role in producing, managing and commissioning programmes of work that deliver our place strategies across Surrey. The role will work across and support specialist areas including: - Programme Development and management - Funding & Finance (including CIL) - Placemaking & Neighbourhood improvements - Transport - Flood Risk Management - Nature Recovery & habitats - Energy & digital connectivity - Climate Change and Adaptation including Carbon Reduction The role will be required to work closely with internal and external partners alongside elected members and communities in the development and management of programmes. In addition they will act as Senior User of place schemes being delivered by Major Infrastructure Delivery. The role will be required to support the production of business cases, feasibility studies, consultation exercises and bid for funding. In some cases the role may be required to project manage schemes retained by the service. The role will also be expected to support the Councils response to climate change.
Work Context	The Place Programme Development & Commissioning Team leads on the prioritisation, development, commissioning and performance management of a place-based programme that delivers our place strategies across Surrey. This will include bringing together programmes covering areas that include: placemaking & neighbourhood improvements, sustainable transport, flood risk, nature recovery, energy and digital connectivity. The team will work closely with the Place Policy & Strategy service in the development of short/medium term priorities for the interim period of LGR as well as post LGR. In developing and delivering these plans the team will work with external partners such as Districts & Boroughs and community groups as well as national bodies such as the Environment Agency and Active Travel England to secure funding. In commissioning works post business case the team will work with delivery teams to identify the most appropriate model that ensures the works are delivered in an efficient and joined up manner.
Line management responsibility if applicable	No

Budget responsibility if applicable	The role holder will be responsibility for individual scheme budgets
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. Policy and Compliance • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. People & partnerships • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. Resources • Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisational policies and procedures. • May have delegated responsibility for a budget(s). Analysis, Reporting & Documentation • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.

Details of the specific qualifications and/or experience if required for the role in line with the above description	Education • Undergraduate Degree Standard of education in relevant subject or relevant work experience • Continuing professional development. Experience: - experience delivering and developing programmes in specialist field. - Managing and delivering programmes of work - Strong engagement and communication skills - Strong collaboration and communication skills. - Experience in managing project finance. The post holder will be required to travel around the county to meet the demands of the role.
Role Summary	Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.
Reference Number	BM-2026-017

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