

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	Assistant Programme & Commissioning Officer
Grade	PS8	Reports to (role title)	Principal Programme & Commissioning Officer
		Directorate/School	Place
JE Band	269-313	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 support 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	No

Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery. • Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. • Respond effectively to changing demands, adjusting priorities as needed. Policy and Compliance • Ensure personal and where appropriate team compliance with established protocols, procedures and practices. • Audit and monitor compliance of 3 parties with organisational requirements. People & partnerships • May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery. • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. Resources • May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles) • May manage or assist with budget/resource management in accordance with the organisation's policies and procedures. Analysis, Reporting & Documentation • Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. 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	• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level. • May require a qualification relevant to the specific nature of the role. • Knowledge of relevant legislation, practices and policies applicable to specialist area. • For some roles a relevant degree may be required. • Excellent IT skills, including MS Office and database management systems. • Ability to undertake technical work relevant to the role. • Excellent written and oral communication skills with the ability to build sound relationships with customers. • Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders. • Previous experience processing, analysing and reporting data. • Previous practical experience in a relevant field. • Ability to manage a range of projects through to completion. • Effective interpersonal, influencing and negotiation skills. • Experience of leading a team (where appropriate).
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 or equivalent in relevant subject Experience: - knowledge of delivering and developing programmes in specialist field. - Strong collaboration, engagement and communication skills - Good IT skills including use of MS Officer The post holder will be required to travel around the county to meet the demands of the role.
Role Summary	Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.
Reference Number	BM-2026-016