

Post Specification

Date	April 2026
PG Number	9030
Post Title	Domestic Abuse Related Death Review – Project and Programme Officer
Job Family	Organisational Support
Job Family Role Profile	OS9
Final Grade	9

To be read in conjunction with the job family role profile

Service Area description	
This is a key post within the Communities and Public Protection . The team helps support the Councils partnership working and, in particular, the delivery of the Council's statutory duties with regard to Domestic Abuse Related Death Reviews	
Purpose of this post	
- To support the establishment, coordination, management, delivery and evaluation of the Domestic Abuse Related Death Reviews. - To provide assurance to the Community Safety Partnership and Home Office	
Key job specific accountabilities	
- To lead the provision of professional project / programme support to Project Lead and project teams on a number of allocated projects / programmes. To include (but not limited to): effective project board organisation, timely BRAG reporting, comprehensive document/information management, detailed project activity/planning, escalating key issues. - To provide ad hoc support, advice, guidance, and tools, in line with Cumberland Council project/programme management methodology (adopting a proportionate risk based approach), to service leads managing projects/programmes (and where appropriate time limited capacity). - To support the operation of and contribution to Domestic Abuse Related Death Reviews - To undertake other duties as may be determined within the general scope of the post and commensurate with the grade.	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	N/A, but may have some responsibility for monitoring project expenditure.
Staff Management Responsibilities	N/A, but may have some responsibility for organising and co-ordinating the work of staff, within and across various teams, working on projects.
Other	A fairly high-profile role, with the post-holder subject (at times) to working with highly confidential and sensitive information.
Essential Criteria - Qualifications, knowledge, experience and expertise	
- NVQ level 3 in business administration (or similar qualification / experience). - Ability to work constructively across partnerships - Experience of working with a range of officers of varying levels from the organisation, requiring strong communication and negotiation skills.	

• Knowledge and experience supporting projects and/or programmes of change using formal project management methodology, including the ability to analyse and present information. • Customer focussed approach and commitment to excellent customer service. • Ability to manage own work and work as part of a project team, often working on multiple projects simultaneously. • A background in Safeguarding and an awareness of Domestic Abuse legislation and processes • A high degree of computer literacy, including knowledge and experience of working with the Microsoft Office Suite and Corporate Applications.	
Disclosure and Barring Service – DBS Checks	
• This post does not require a DBS check.	
Job working circumstances	
Emotional Demands	• May involve working on multiple and competing priorities at the same time. • Involvement in projects which may receive strong opinion and / or opposition from those potentially affected. • The job will regularly deal with situations that are distressing for others.
Physical Demands	• Predominantly office based, with minimal physical demands.
Working Conditions	• Predominantly office/home based, but may be required to travel around county to varied council (and potentially partner) offices or service delivery sites.
Other Factors	
• None	