

Post Specification

Date	April 2026
Post Group Number	9014
Post Title	Senior Programme Manager – Connecting Cumbria
Job Family	Organisational Support
Job Family Role Profile	OS18i
Final Grade	18

To be read in conjunction with the job family role profile

Service Area description

The Connecting Cumbria service is tasked with the delivery of the Cumbria Digital Infrastructure Strategy 2026-2030 - [Digital Infrastructure Strategy | Connecting Cumbria](#) on behalf of both Cumberland Council and Westmorland and Furness Council until at least 31 December 2030. The Connecting Cumbria programme delivers a wide range of specialist project and reporting functions.

Purpose of this post

- The post holder will provide specialist programme management skills, supplier management, stakeholder management and technical knowledge to support the delivery of the Digital Infrastructure Strategy in line with the needs of the Connecting Cumbria service and wider Council objectives.
- This role also supports the Digital Borderlands programme, which is a major theme under the Borderlands Inclusive Growth Deal, and requires engagement and collaborative working with partner local authorities and the Borderlands Growth Deal Project Management team.
- To manage team members within the Connecting Cumbria service including the Project Manager for Data and Analysis and the Project Support Officer.
- The post holder will be required to be able to work flexibly to oversee and support on any aspect of the Connecting Cumbria programme.

Key job specific accountabilities

- Reporting to the Assistant Director of Thriving Places, Place, Sustainable Growth and Transport, to ensure that a range of projects are managed to deliver specified outputs for internal and external partners.
- Lead the development of formal reporting to the Cumbria Joint Executive Committee, Cumberland Council Executive, Westmorland and Furness Council Executive or similar bodies as required for the governance of the Connecting Cumbria service and delivery of the Digital Infrastructure Strategy.
- Liaise with the Department for Science, Innovation and Technology, Building Digital UK, the Home Office and other Government departments as appropriate.
- Act as line management to support team members within the Connecting Cumbria service including the Project Manager for Data and Analysis and Project Support Officer.
- Support ongoing review of the Digital Infrastructure Strategy and development of new projects as well as future strategy iterations.
- Contribute to the long-term delivery of the programme within the Connecting Cumbria service and Digital Infrastructure Strategy.
- Support all aspects of programme delivery from establishing funding through to producing monitoring reports so as to satisfy the appropriate grant regime auditing processes.

- Support the management of programme funding in order to meet the requirements of external funding bodies.
- Represent the service on project steering groups and partnership organisations to ensure that the county wide regeneration objectives are achieved.
- Actively manage consultants and suppliers to ensure that work awarded to them is carried out in a timely manner and within budget.
- Manage complex enquiries and engage with communities to ensure the aims of the programme are understood and their digital infrastructure needs are met within the funding available.
- Support engagement and respond formally to enquiries from Members of Parliament and similar high-profile stakeholders.
- Support development of press releases, case studies and responses to media enquiries.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• £9.6m of Connecting Cumbria Gainshare
Staff Management Responsibilities	• Act as line management to support team members within the Connecting Cumbria service including the Project Manager for Data and Analysis and Project Support Officer.
Other	• Development of business cases and engagement with funders to support delivery of the aims of the Digital Infrastructure Strategy; under the direction of the Programme Director. • Understand digital infrastructure technology and how it can be used for the benefit of residents, businesses and visitors in Cumbria including full fibre broadband, fixed wireless access, LoRaWAN, Wi-Fi, 4G, 5G and 6G. • Establish projects with stakeholders and other interested parties, agreeing project scope, outputs and funding. • Ensure that all statutory procedures in connection with project delivery are carried out at the appropriate time. • Produce and agree project/workstream briefs with managers, stakeholders and consultants. Commission works with consultants and suppliers. • Oversee project delivery and actively manage consultants and suppliers in the process. • Agree invoices and authorise payment. • Manage procurement and contract issues, in line with appropriate governance processes, to support delivery of the aims of the Digital Infrastructure Strategy; under the direction of the Programme Director. • Monitor project outputs and produce monitoring reports. • Work within the governance arrangements of both Councils and the Joint Executive Committee.

Essential Criteria - Qualifications, knowledge, experience and expertise

	Essential	Desirable	
1. Qualifications / Training	Degree or equivalent in a related professional discipline	Further training and qualifications in programme management Project Management qualification Familiarity with MS Project/ MS Office Suite and MS Outlook	
2. Relevant Experience	Project management experience Management of staff Proven track record of working in partnership with internal and external stakeholders	Experience of engaging and managing consultants Experience of developing and delivering multi funded economic regeneration projects Experience of preparing successful funding applications	

3. Knowledge	Programme and project management techniques and best practice such as MSP and Prince2 Knowledge of local government or grant funding processes and procedures Understanding digital infrastructure technologies and how they are applied	Budget management Knowledge of ITIL service management processes and best practice.	
4. Skills/Abilities	Ability to work systematically with good forward planning in order to meet deadlines and meet audit requirements Ability to problem solve through creative thinking and negotiation	Ability to network and develop contacts	

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	• Ability to travel around the county, the Borderlands and occasional national travel. • Positive approach to team working • Ability to support direct reports with day to day professional issues • A self-starter with the ability to resolve issues through own initiative
Physical Demands	Not applicable
Working Conditions	Flexible working conditions with home based working
Other Factors	
• Hosting of the Connecting Cumbria service may potentially be transferred to the Cumbria Combined Authority within the next 12 months.	