

## Job description

<b>Role Title</b>	Programme Administrator		
<b>Directorate</b>	Transport		
<b>Line manager</b>	Programme Manager		
<b>New/ Existing</b>	2 x Existing & 1 x New		
<b>Perm/ FTC</b>	Permanent	Grade 5	
<b>Job Purpose</b>	To support the England transport team with the successful delivery of zero carbon programmes funded by the government and commercial organisations by supporting programme managers with administration duties including coordinating programme finances, compiling monthly reports and organising programme activities.		
<b>Resource Management Responsibilities</b>	<b>Budget/ Equipment Accountabilities</b> Nil	<b>People (staff) Accountability</b> Nil	<b>Contractor Accountability</b> Nil
<b>Critical Accountabilities</b>	<p><b>This role will:</b></p> <ul style="list-style-type: none"> <li>▪ Provide efficient administration for all elements of the programme lifecycle, including but not limited to: <ul style="list-style-type: none"> <li>- Finances: setting up new suppliers on finance systems, raising and tracking purchase orders, processing and raising invoices.</li> <li>- Compile monthly programme progress reports.</li> <li>- Assist with programme delivery where required, such as organising webinars, facilitating workshops, reviewing bids or audits.</li> <li>- Updating and maintaining programme spreadsheets and databases.</li> </ul> </li> <li>▪ Carry out administrative tasks as required.</li> <li>▪ Being the first point of contact for shared email inbox/es – ensuring emails are correctly categorised, responding to general queries and sending on emails where appropriate to the relevant managers or individuals.</li> <li>▪ Take ownership and responsibility for file and folder management and retention processes for electronic files.</li> <li>▪ Undertake other activities as required to support the transport team.</li> </ul>		
<b>Knowledge, skills, and qualifications</b>	<p><b>Must have:</b></p> <ul style="list-style-type: none"> <li>▪ Well-developed administration skills, including IT skills and use of MS Office.</li> </ul>		

required.

- Great numeracy skills and strong attention to detail.
- Excellent organisational and coordination skills.
- Experience of or ability to work in a fast-paced environment with ability to prioritise activity.
- Great communication and interpersonal skills, able to work on own initiative and as part of a team.
- Ability to maintain good working relationships at all levels both internally and externally.
- Process driven and happy to undertake repetitive tasks.
- Willingness to learn and develop new skills.
- Proactive in delivering and identifying ways to improve existing processes and establish new approaches.
- Self-motivated, team-oriented, and goal-oriented.

**Desirable:**

- Relevant knowledge and/or understanding of transport and/or environmental issues.
- Knowledge of Customer Relationship Management (CRM) system.