

Programme Delivery Support Officer



Hours: 37 hours per week
Contract: Permanent
Salary: £27,344 - £30,151 per annum
Head office: Sheffield

The South Yorkshire Mayoral Combined Authority (SYMCA) brings together the local authorities of Barnsley, Doncaster, Rotherham and Sheffield and the private sector through the Local Enterprise Partnership (LEP). These bodies together serve the communities and businesses of South Yorkshire. From transport to housing, from business growth to skills, the SYMCA has a great story to tell. We have ambitions to deliver recovery and renewal for people, businesses and places across South Yorkshire after the COVID pandemic.

In recent years significant funding has been secured through the Transforming Cities Fund, and further funding has recently been secured through the region's City Region Sustainable Transport Settlement. Significant capital funding will be invested in support of the Bus Services Improvement Plan, developed in response to the government's National Bus Strategy. As result we have a large and growing capital programme to deliver in support of the South Yorkshire Mayoral Combined Authority Mayor's 2040 vision for transport and the Strategic Economic Plan.

We are currently recruiting a **Programme Delivery Support Officer** to join the public transport projects delivery team, where you will be responsible for providing support to the project team enabling them to effectively deliver on time, within budget and within scope.

You will have proven experience of supporting projects, including support to projects boards and committees, and be used to a 'front facing' busy team environment. You will also need to have a good understanding of project and programme financial control and budget management..

In return, we offer a competitive salary, hybrid working, access to a Local Government Pension Scheme and the chance to be part of an organisation where you can really make a difference. Located in a vibrant city centre location, we are well-placed for transport links and encourage employees to take advantage of a range of benefits, including active travel facilities. We believe in a healthy work/life balance.

For further information, or to arrange an informal discussion about the role, please email recruitment@southyorkshire-ca.gov.uk

How to apply

Please apply online at [recruitment](#) or email recruitment@southyorkshire-ca.gov.uk to request an application pack or alternatively call our 24 hour recruitment line on 0114 2211 223

Applications no later than: 12noon on Friday 13 January 2023
Interviews will take place: Tuesday 24 January 2023

In your application, set out how you meet the essential experience, knowledge and skills needed to fulfil the post, providing clear and real examples, briefly setting out your role within these and the outcome of your actions. Completed applications should be emailed to recruitment@southyorkshire-ca.gov.uk

Discover more about the South Yorkshire Mayoral Combined Authority by visiting <https://southyorkshire-ca.gov.uk>