

## Job Description

<b>Job Title:</b> Programme Manager	<b>Service Area:</b> Community Wealth Building
<b>Division/Section:</b> Programme Management	<b>Job Number:</b>  <b>Job Evaluation Number: 61037</b>
<b>Grade: PO7</b>	<b>Date last updated:</b> 14 February 2022

### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

### **Overall Purpose of Job**

- As part of the Programme Office manage the range of projects to be delivered under the 2 LUF programmes that will deliver Newham's strategic regeneration objectives and build strong and resilient communities.
- To be a fully participating member of the Programme Team. Positioning Newham as a leading London borough, by driving significant improvements to the quality of life of residents and supporting the effective and efficient operation of local, and London wide business.

### **Job Context**

1. The postholder reports to the Head of Programme Management CWB.
2. The postholder will have line management responsibility for a Project Officer and other staff as necessary.
3. The post holder will be responsible for the programme management of the projects under the LUF programmes being delivered by LBN. Ensuring delivery is in line with the proposals to central government.

4. The post holder will be responsible for developing communications and engagement plans in line with the guidance provided by government and amending them as the programme develops, there are a broad range of stakeholders with a wide range of languages spoken.
5. The postholder will be responsible for all returns to government in line with the Memorandums of Understanding (MOUs).
6. The postholder will be responsible for the Monitoring and Evaluation strategy and reporting of outputs and outcomes in line with the original bids and government requirements.
7. The postholder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.
8. The postholder has specific Health and Safety responsibilities in respect of their own behaviour and conduct and how that affects others.

### **Key Tasks and Accountabilities**

1. To programme manage the LUF programmes – “15 minute neighbourhoods” and “Connections to Opportunity”. Delivering significant investment including; commercial and affordable workspace, community provision and new jobs for residents.
2. To develop, manage and maintain robust reporting systems, processes and procedures to track spend and delivery and enable reporting to government on a three monthly cycle. Ensuring alignment with government templates and corporate standards.
3. To develop effective systems, processes and procedures for collecting, analysing and sharing data, enabling more effective decision making and joint working in support of continuous improvements in service planning and delivery.
4. To establish and manage internal governance including the monthly LUF Programme Board and 6 monthly Executive Board for The Mayor and lead Members. Manage the Forward Plan to ensure decisions are taken in a timely fashion to enable delivery.
5. To develop the monitoring and evaluation strategy and monitor project outputs, outcomes and performance measures that demonstrate a clear link to strategic regeneration objectives and meet the criteria defined in the original bids.
6. To track and monitor procurement activity and enable reporting of above threshold procurement activity to government upon request.
7. Oversee the communications and engagement strategy for these high profile programmes, ensuring key messages are delivered and securing overall support for the programme and its objectives.

8. Co-ordinate council departments involved in the delivery of the LUF programmes.
9. To deputise for the Head of Programme Management when required.
10. To ensure plans are realistic in terms of cost and time.
11. To prepare and present reports for Senior Managers, Mayor, Cabinet Member and Ward Councillors to facilitate and inform understanding and decision-making.
12. To comply with Standing Orders, financial regulations and statutory obligations and ensure service procurement, commissioning and delivery.

## Person Specification

<b>Job Title:</b> Programme Manager	<b>Service Area:</b> Community Wealth Building
<b>Division/Section:</b> Programme Management	<b>Job Number:</b>  <b>Job Evaluation Number:</b>
<b>Grade:</b>	<b>Date last updated:</b>  <b>Date of last Evaluation:</b>

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b></p> <p>We are committed to and champion equality and diversity in all aspects of employment and service with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b></p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	

<p><b>KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of programme management and development of systems and processes to enable efficient and effective monitoring of programmes.</li> <li>• Substantial understanding of project management and the project lifecycle.</li> <li>• Substantial understanding of risk management in a project and programme context.</li> <li>• Substantial understanding of commercial regeneration issues</li> <li>• Demonstrable Continuous Professional Development including for professional/technical and leadership/management development.</li> <li>• An understanding of, and commitment to, London Borough of Newham's vision and core values.</li> <li>• Awareness of public sector practice, the political environment and London Borough of Newham's diverse communities.</li> </ul>	<p>Application Form/Interview</p>
<p><b>QUALIFICATIONS:</b></p> <p>Relevant degree or equivalent relevant experience. Relevant professional qualification.</p>	<p>Application Form</p>
<p><b>CRB:</b></p> <p>Not applicable to this post.</p>	
<p><b>EXPERIENCE:</b></p> <p>Substantial experience of:</p> <ul style="list-style-type: none"> <li>• Programme managing significant development, town centre, place making regeneration programmes within a public, private interface.</li> <li>• Developing effective monitoring and reporting systems</li> <li>• Managing programme governance and escalation procedures</li> <li>• Developing and reporting outputs and outcomes</li> <li>• Communications internal and external</li> <li>• Managing others, including staff, consultants and other external advisors;</li> <li>• Working in a multi-stakeholder political environment and managing expectations through community co-design and co-production processes.</li> <li>• A track record of delivery and getting things done whilst empowering individuals and teams, valuing their contribution and resolving differences without conflict;</li> </ul>	<p>Application Form/Interview</p>

<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Leadership and staff management skills;</li> <li>• Presentation, report writing &amp; negotiation skills;</li> <li>• Programme and project management skills</li> <li>• Ability to use initiative and analytical thinking in varying situations;</li> <li>• Ability to problem solve and deliver effective solutions;</li> <li>• Highly organised with good planning skills;</li> <li>• Budget and financial management skills.</li> <li>• Proficient in the use of appropriate IT systems and advanced experience of using Excel</li> </ul>	<p>Interview/Test</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• Articulate, pro-active, self-motivated, committed and enthusiastic;</li> <li>• Convincing in terms of a capacity to translate business aims into effective practical steps with credibility and influence;</li> <li>• Leads by example; inclusive rather than exclusive; prepared to share expertise, knowledge and skills. Influential and corporate;</li> <li>• Creative with a forward-looking approach that maximises opportunities before they are lost;</li> <li>• High degree of probity and integrity; committed Newham's community wealth building objectives.</li> </ul>	<p>Interview/Test</p>