



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Programme Manager	Grade: MG2
Section: Programme Management Office (PMO) Property Services	Directorate: Housing and Regeneration
Responsible to following manager: Head of Programme Management Office	Responsible for following staff: Senior Project Managers, Project Managers and Assistant Project Managers
Post Number/s:	Last review date: August 2022

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The purpose of the Programme Managers role is to oversee the delivery of the PMOs capital programmes of work and to plan, execute and deliver projects in accordance with service requirements, deadlines and budgets. The Programme Manager is responsible for the ongoing health of the programme management mechanisms and ensuring that the Programme’s progress towards the delivery of the expected outcomes is monitored. The position is a senior position within the PMO being responsible for the following project management staff:- Senior Project Managers, Project Managers and Assistant Project Managers. The post holder will have extensive experience in project managing and delivering a wide range of complex construction projects and programmes of works.

Specific Duties and Responsibilities

1. Plan the PMOs capital programme(s) and monitor their overall progress, resolving issues and initiating corrective action as appropriate. Effectively manage programmes and projects to ensure they deliver on time and within agreed budgets with the appropriate level of resources.
2. To manage the programme(s) in accordance with agreed project management methodologies and reporting requirements including quality assurance, coordination, risk management, budget management, stakeholder management, communication and change control.
3. Responsible and accountable for a team of project managers including Senior Project Managers, Project Manager and Assistant Project managers in the successful delivery of construction projects and ensure best utilisation of resources.
4. Responsible for leading multi-disciplinary teams in the design and delivery of high profile, high risk and complex capital construction projects.
5. To work as required in ways that develop good working relations and collaborative arrangements with internal and external stakeholders and ensure internal and external stakeholders are appropriately engaged and influenced with regards to project activities providing clear accountabilities, relationship management and support
6. Responsible for implementing a performance management framework for the Project Management team and developing and motivating individuals to perform consistently and at high standards.
7. Responsible for the training, development and work allocation of the Senior Project Managers, Project Managers and Assistant Project Managers and contribute as required to change programmes within the service.
8. To advise and support the Head of PMO on relevant matters affecting the service.
9. Support in the preparation of responses to Councillors and Stakeholders queries and Requests under the Freedom of Information Act.
10. Ensure appropriate Professional Services and Construction contracts and/or framework agreements are in place to support the timely, quality delivery of the programme and projects

11. Ensure effective management of consultant and contractors and ensure any issues around performance are escalated and actioned.
12. To provide operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
13. To provide effective management of staff, including recruitment, training, development and appropriate application of policies and codes of practice on staffing matters.
14. Support the Head of PMO to ensure business and revenue budget plans are produced for all functions within the service and ensure they are effectively managed within the approved budgets.
15. To assist proactively and as required carry out performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money function.
16. To ensure that effective processes for commissioning, market testing and contract management of services are in place and operating to all required standards, ensuring delivery to specification and within budget; and to manage processes for the timely re-procurement of relevant contracts in liaison with procurement and legal services.
17. To act as deputy for the Head of PMO as required

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

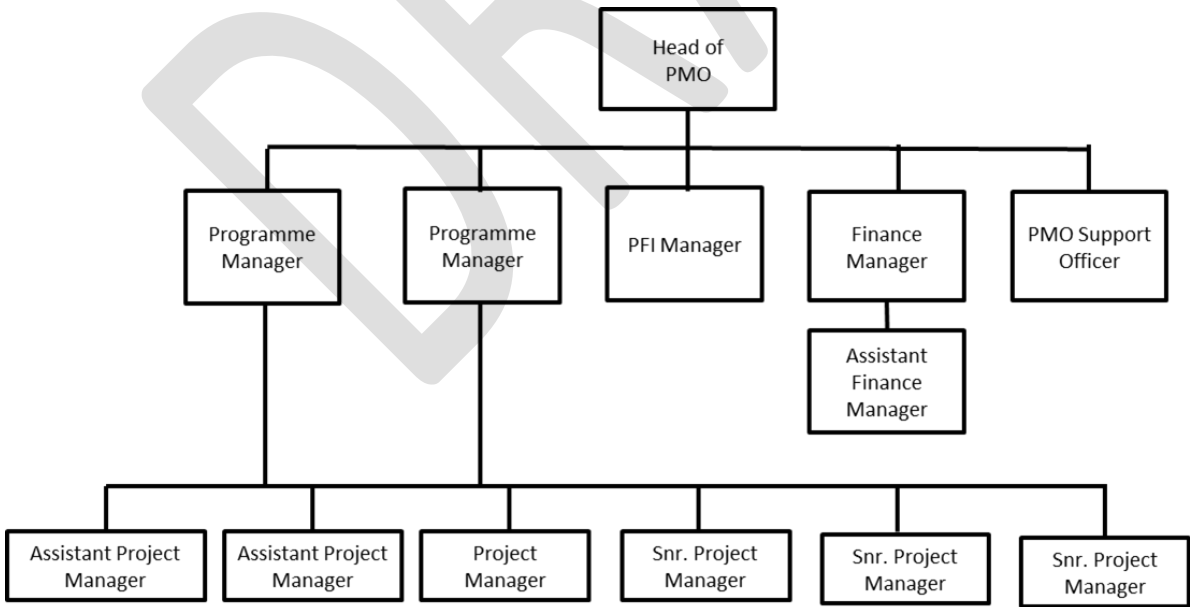
Additional Information

This role has direct line management responsibility for Senior Project managers, Project Managers and Assistant Project manager and up to six agency or consultant staff (depending on workload).

Within the Programme Management Office, each Project Manager has responsibility for their projects reporting directly to the Programme Manager.

The Programme Manager will be expected to attend evening or weekend meetings as part of a consultation and/or facilitation activity pertinent to the delivery of the overall programme/project.

Team structure



Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
Knowledge and understanding of construction/planning legislation		A/I
Knowledge and understanding of financial regulations and contract standing orders		A/I
Experience		
Experience of successfully managing and delivering a wide range of property and construction related projects with high profile and high complexities.		A/I

Experience of successfully managing and delivering a programme of projects.	A/I
Experience of leading, developing and motivating staff to deliver projects	A/I
Experience of establishing, coordinating, managing and monitoring budgets	A/I
Significant experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting.	A/I
Proven experience of managing budgets and allocating staffing resources	A/I
Experience of working in complex political, partnership and multistakeholder environments	A/I
Skills	
Strong commercial acumen and negotiation skills	A/I
Proven track record of delivering a programme of complex construction projects, managing conflicting priorities, deadlines and demanding service requirements	A/I
Ability to use project management and office software tools	A/I
Good oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts	A/I
Qualifications	
Construction related degree or equivalent and/or professional qualification (RICS, CIOB etc.)	A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate