**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Senior Programme Manager (South London Knowledge Exchange) | **Grade**: MG1 – fixed term to September 2023 |
| **Section:** Economic Development | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Head of Economic Development | **Responsible for following staff:**Programme Co-ordinator (South London Knowledge Exchange) |
| **Post Number/s:** | **Last review date:** October 2021 |

**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**

* To be the senior operational lead officer responsible for the successful delivery of the £6.03m South London Knowledge Exchange programme working on behalf of five partner boroughs and fulfilling LB Richmond’s role as accountable lead body for the project, providing excellent programme management, risk management, communications support and guidance to programme partners.

**Specific Duties and Responsibilities**

1. To lead and take overall responsibility for successful delivery of the South London Knowledge Exchange programme (branded BIG South London), achieving the target outputs within the budget and programme timeframes. This will include administrating the £6.03m programme budget and managing one Programme Co-ordinator Officer dedicated to the programme
2. To be responsible for implementing programme level decisions agreed through agreed governance structures to time and within agreed budgets, in line with programme management and control documents. To use and maintain tools such as a programme plan, action tracker, budget, cash books, output schedule, risk register, issues register, programme variation and request for change documentation to ensure delivery is kept on track and issues or requests raised and agreed through governance structures.
3. To be responsible for the taking forward the commissioning of knowledge exchange services in line with the agreed strategic framework and for the subsequent contract management and monitoring of contractors and delivery partners
4. To work with partner borough councils to establish funding agreements for the workspace projects in their area against agreed delivery plans, ensuring that project progress and delivery is tracked against impacts and spend
5. To support the Programme Board and wider governance arrangements, including drawing up agendas/discussion items, actioning the decisions of the Board, and ensuring a clear audit trail for decisions.
6. Ensure that all activities associated with the programme are effected in line with the funding agreement with the City of London and LB Richmond’s decision-making processes, including financial, procurement, legal and risk management policies and protocols.
7. Develop a strong programme partnership by nurturing effective working relationships with partner boroughs and providing the first point of contact for Senior Responsible Officers in each borough. This work will include supporting collaboration on the delivery of workspace projects.
8. Working with the Knowledge Exchange Partnership & Programme Manager in South London Partnership to support the development and delivery of the Knowledge Exchange elements of the programme working closely with Higher Education partners.
9. Establish and oversee a robust reporting system for programme performance monitoring and evidence submissions to the Programme Board and City of London Corporation using reporting templates. Set tolerances for every project and the overall programme and produce a reporting mechanism to alert the Board and accountable body of any potential breaches in tolerance.
10. Maintain regular and accurate reporting to the City of London, Programme Board and Accountable Body Officers at a frequency and format set by the respective groups. This will include an analysis and evaluation on the current and forecasted status of assigned projects, to provide an accurate reflection of progress. It will also include identifying potential difficulties with project delivery, making recommendations for improvement of the programme and take appropriate remedial action, which will include amongst other things managing a request for change process.
11. Oversee a communications strategy and plan, together with the requisite resources, for the overall programme to be applied to constituent projects; this should include relevant programme branding protocols for external facing audiences.
12. Manage and oversee the evaluation of the programme by the partnership’s contracted evaluators to provide a comprehensive assessment of its impact and achievement against agreed objectives.
13. Other activities as required by the Accountable Body in connection with the Programme.

**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**

* Responsible for Programme budgets of £6.03m
* The post supports the Programme Partnership comprising five south London boroughs together with six Higher Education partners. Flexible remote working in line with Covid 19 restrictions is currently the norm but regular working across the area, including in council and partner offices, is desirable within the duration of the programme
* Occasional out of core hours working will be required e.g. attendance at business facing meetings early mornings and evenings

**Team structure**

**Person Specification**

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**Our Values and Behaviours[[1]](#footnote-1)**

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 –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Knowledge of managing complex programmes involving a range of partners and the programme governance and assurance processes required | A/I/T |
| Knowledge of one or more of the following; business start-up and growth programmes; affordable workspace projects; innovation/knowledge exchange support | A/I |
| Knowledge of local authority economic development function, the strategic London context and national policy drivers | **A/I** |
| **Experience**  |
| Track record of delivering complex projects and programmes, ideally including one or more of the following: business support services; innovation or knowledge exchange services; capital workspace project delivery  | A/I |
| A proactive outlook with an ability to prioritise and schedule effectively to manage a dynamic workload and meet internal and external deadlines to balance competing priorities | A |
| Experience of working in a complex political and/or stakeholder environment | A/I |
| **Skills**  |
| Programme and project management | A/I/T |
| Problem solving and creative | A/I/T |
| Stakeholder relationship and people management | A/I |
| **Qualifications**  |
| Degree level or equivalent accreditation in relevant subject | C |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)