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

**Job Description**

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| **Job Title:** Programme Co-ordinator (South London Knowledge Exchange) | **Grade**: PO3 – fixed term (31/03/2020) |
| **Section:** Economic Development | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**Strategic Programme Manager (South London Knowledge Exchange) | **Responsible for following staff:** |
| **Post Number/s:** RWCE12FT | **Last review date:** September 2020 |

**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 provide programme monitoring, co-ordination and communication support to the Strategic Programme Manager in delivering the South London Knowledge Exchange programme on behalf of five partner boroughs and fulfilling LB Richmond’s role as accountable lead body for the project.

**Specific Duties and Responsibilities**

1. To support the Strategic Programme Manager in the successful delivery of the South London Knowledge Exchange programme, achieving the target outputs within the budget and programme timeframes.
2. To support the Strategic Programme Manager in delivering, commissioning and contracting activities to support the delivery of programme outcomes in line with decisions taken through programme governance structures.
3. To be responsible for activity monitoring by working with partner boroughs, Higher Education Institutions and third party contractors through the compiling of quarterly monitoring returns and their submission to the Funding Body (City of London Corporation). To maintain constant oversight of programme progress and output delivery in order to quickly identify potential slippage/shortfall in performance.
4. Take responsibility for keeping key programme management and control documents and tools up to date such as a programme plan, action tracker, budget, cash books, output schedule, risk register, issues register, request for change documentation, terms of reference for the respective Boards, operating manual and the contract with the City of London Corporation.
5. Support the Strategic Programme Manager in managing governance arrangements for the programme, including the scheduling and minuting of meetings, creating and tracking action logs and keeping Terms of Reference up to date (including reviews of board memberships).
6. Support the Strategic Programme Manager to ensure that all activities associated with the programme are in compliance with the funding agreement with the City of London and with LB Richmond’s decision-making processes and financial, procurement, legal and risk management policies and protocols.
7. Support internal and external communications associated with the programme through maintaining an up to date Programme Directory, stakeholder contact list, managing a schedule of regular governance and other meetings and providing regular updates and communications to partners and stakeholders. Support customer facing communications, including with businesses, though effective programme marketing and branding protocols.
8. To be responsible for running a robust reporting system for programme performance monitoring and evidence submissions to the programme board and City of London Corporation using reporting templates. Oversee a reporting mechanism to alert the Strategic Programme Manager of any potential breaches in tolerance. Collate monitoring from the projects on a timely basis in accordance with reporting requirements for the Sponsors and Boards.
9. Support regular and accurate reporting to Sponsor, Boards and Accountable Body Officers by compiling an analysis and evaluation on the current and forecasted status of assigned projects, to provide an accurate reflection of progress. To be responsible for alerting the Strategic Programme Manager to any potential difficulties with project delivery, making recommendations for appropriate remedial action.
10. To co-ordinate the meetings of the Boards, and meetings with the Sponsor and Accountable Body Officers, including the issuing of agendas and papers, minute taking and monitoring action logs.
11. Support the Strategic Programme Manager in the programme evaluation, compilation of shared research, policy-development and knowledge exchange elements, which might include activities such as organising networking events, organising meetings, working with stakeholders and drafting technical reports.
12. To perform any other relevant programme support activities as required by the Strategic Programme Manager 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**

* 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**

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.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| Knowledge of complex projects or programmes involving a range of partners and the programme governance, communication and monitoring processes required | A/I/T |
| Knowledge of internal and external communication and marketing techniques within complex projects or programmes | A/I |
| Knowledge of one or more of SME start up, development and growth programmes, affordable workspace policies and innovation/knowledge exchange support | A/I |
| **Experience**  |
| Experience of working on complex projects and programmes, ideally programmes working with/serving businesses, with an ability to prioritise and schedule effectively to manage a dynamic workload and meet internal and external deadlines  | A/I |
| Experience of working with multiple stakeholders and partners and the associated communication challenges  | A/I |
| Experience of programme/project monitoring and reporting linked to financial claims procedures and how this is used to manage performance and risk | A/I |
| **Skills**  |
| Programme and project monitoring and reporting | A/I |
| Strong communications skills | A/I |
| Strong organisational and planning skills | A/I/T |
| **Qualifications**  |
| Degree level or equivalent accreditation in relevant subject | C |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**