

JOB DESCRIPTION

POST TITLE:	Senior Programme Manager
GRADE	14
DIVISION / UNIT	Southwark Construction
DEPARTMENT	Housing and Modernisation
REPORTS TO:	Strategic Lead, Programme Management Office

PURPOSE OF THE JOB

To provide strategic programme management across Southwark Construction to ensure the efficient delivery of all new homes and rebuilding projects and programmes, including a high quality technical, professional and programme management and support team to enable teams to achieve high standards and council wide targets.

Working with all other departments to effectively manage the council wide new homes and rebuilding programme to ensure that they have sight of, and achieve all milestone deadlines, within budget. Reporting and presenting on all programme information to internal and external key stakeholders including Members, Cabinet, senior officers and external agencies such as the GLA.

PRINCIPAL ACCOUNTABILITIES

Responsibilities

1. Be accountable for the oversight of the council wide new homes and rebuilding programme, direction and performance of a highly professional and technical project management service responsible for borough new build and regeneration schemes. These will have significant impacts within the borough and the council plan targets.
2. Understand and challenge as appropriate, all internal stakeholders that have any influence over the delivery of the programme to ensure that it remains on track, reporting any deviation to the relevant Senior Officers and Strategic Leads accordingly.
3. Represent the department in formal context with the council members, external bodies, and develop strong working relationships and communication channels with senior officers, members, government departments, external agencies and the wider community. Promoting the programme and delivery is a key factor of this post.

4. Lead the empowerment and motivation of the Programme team, including Apprentices, Graduates, Programme Officers and technical experts to make a positive contribution delivering an excellent service. Ensuring continuous and personal development to enable effective programme delivery.
5. Ensure that all Southwark Construction policies and procedures are maintained and reflect best practice and changes in the business environment.
6. Develop, implement and deliver training on bespoke procedures, user guides and business systems to senior officers, peers and all team members, as well as other internal or external stakeholders as appropriate.
7. To initiate and drive a strong programme management regime that supports and challenges project teams to improve the quality of delivery and relationships between the council and its residents, members and external providers. Build strong constructive relations with senior management colleagues throughout the council to achieve this, ensuring close integration with other divisions, particularly legal, finance and procurement. Stakeholder management is essential to the delivery of the programme and council plan targets.
8. Ensure strategic programme and scheme level MS Project schedules are in place and provide a visual interpretation of the council wide new homes and rebuilding programme for presentation to key stakeholders.
9. Responsible for operating the GLA OPS system to both submit grant bids and for drawing down grant funding on approved schemes at the appropriate stage. And develop procedures to ensure audit requirements are met.
10. Ensure effective monitoring and cost control of the overall new homes and rebuilding programmes ensuring that overall viability of the consolidated programme is maintained and delivered in line with council financial procedures and ensure the appropriateness of procurement and contract control methods. Responsible for ensuring that spend and forecasts for all new homes and rebuilding projects and programmes are incorporated into the HRA Business Plan.
11. Ensure appropriate funding sources are sufficiently identified for the overall programme and that all risks are appropriately managed. Identify remedial action when required, ensuring value for money in the delivery of the council wide programme. Ensure the appraisal model allows for the scheme financial appraisals to be validated throughout the development process at key milestones or when major scheme changes occur to prevent scheme creep. Ensure individual appraisals are consolidated into the financial modelling for the programme.
12. Responsible for the appraisals models that assess the viability individual projects and the programme in totality. Identifying any changes or up-dates required to ensure the models, systems and processes remain fit for purpose.

13. Assist the Strategic Leads in forward planning and identify resource capacity and capability to cope with the demands of the programme. Also identify bespoke delivery options, make recommendations and secure approval for alternative methods of delivery of new homes and/ or rebuilding to ensure a pipeline of schemes to enable the long term target set by the council.
14. To ensure that there is a strong programme management regime in place that provides support to, and challenges the project delivery teams to deliver to time, cost and quality and to the council plan targets.
15. Manage and resource the effective execution of strategic boards in place to monitor the delivery of the new homes and rebuilding programmes.
16. Undertake specific research projects as directed by the Strategic Lead for the Programme Management Office.

JOB CONTEXT

This role reports into the Strategic Lead for the Programme Management Office within Southwark Construction. It is responsible for a team of technical, professional, project management and support staff to work closely with and enable the new homes and rebuild delivery teams to achieve council wide targets.

The impact of the new homes and rebuilding programme will have significant long term impacts on the existing and future residents of Southwark. This role leads and directs a programme team and provides strategic oversight of the delivery programme to ensure adequate resources and visibility of the programme to Senior Managers and Cabinet Members. This will ensure benefits are delivered by the council to meet housing needs, as well as economic and social needs, of existing and future Southwark residents impacted by its' programmes.

This role will work closely and collaboratively with other departments within the Council and external partners and stakeholders at a strategic level to achieve positive new build and regeneration outcomes for the community. The role will make a substantial contribution to the development of inter-agency working, which will secure programme achievement and influence organisational arrangements.

Grade/Conditions of Service

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

The post holder is required to carry out duties and responsibilities of the post in accordance with the council's policies and procedures and standing orders.

This post is considered politically restricted under the terms of the Local Government and Housing Act 1989 (as amended) as a 'sensitive' post.

This post is deemed to be a full time role and will require the post holder to work outside normal office hours on occasion, including evenings and weekends and within urgent time scales, as directed by the requirements of the programme.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

	Essential (E)	How assessed (S/ I/ T)
Knowledge, including educational qualifications:		
A degree level or equivalent in Programme or Project Management e.g. Prince 2	E	S
Experience of programme leadership within housing, regeneration, planning or development within a public sector, or similar environment	E	S, I
Thorough understanding and excellent knowledge of current, relevant legislation, issues, policies and developments at local and national level in relation to housing, regeneration and development	E	S, I
Experience:		
Extensive experience of monitoring and programme management of large scale new build and/ or rebuilding programmes	E	S
Successful track record of setting and monitoring delivery target for large scale programmes	E	I
Experience of leading a multi-disciplinary team of technical and professional experts, delivering to deadlines and within resource constraints	E	I
Experience of building effective partnerships and links with a range of internal departments and external organisations at a senior level	E	I
Experience of interpreting business issues and opportunities and recommending best practice to secure improved outcomes	E	S, T
Experience of managing capital and revenue budgets and effective resource planning across complex, multi-disciplined teams	E	T, I
Aptitudes, Skills & Competencies:		
Ability to lead a high performing team across a range of projects and programmes	E	I
Ability to influence and negotiate successfully at all levels of the organisation, both internally and externally; with excellent communication skills in writing and verbally	E	S, T, I
Ability to motivate staff to meet deadlines and prioritise workloads in a constantly changing environment	E	I

Ability to support staff and ensure their continuous learning and professional development	E	I
Special Conditions of Recruitment:		
Comply with and promote the Council's Equal opportunities policy		
Comply with the council's health and safety policy		

Key: **E** Essential

S Shortlisting criteria

I Evaluated at interview

T Subject to test