

## **Job Description**

**Post Title:** Programme Manager

**Directorate:** **Housing Property & Regeneration (HPR)**

**Reports to:** Head of Development and Delivery

**Direct Reports:** 1

**Salary Band:** **SP42-SP46**

**Key Relationships:** HPR, Finance, Legal, Governance, Stakeholders

### **Role Purpose**

The core focus of this role will be to manage the effective implementation, monitoring and evaluation of the Housing Delivery Programme (HDP) within the Housing, Property and Regeneration (HPR) Directorate. Given the prominence of this Programme within HPR and its linkages with other key Directorate functions, this role will also interface and ensure alignment with other related projects and programmes being undertaken within the wider Strategy, Policy and Property teams.

At the heart of the Housing Delivery Programme is an extensive pipeline of housing-led schemes which are being assessed and evaluated for grant funding eligibility. This pipeline is dynamic and constantly changing as schemes evolve and progress through the triage, due diligence, assurance and approval stages. This generates a considerable volume of management activity particularly in relation to key areas such as governance, financial reporting, risk management and performance analysis.

The role therefore requires an experienced Programme Manager who is able to lead and take responsibility for problem solving and identifying deliverable solutions. Working in a fast paced commercial and political environment, the successful candidate will need to demonstrate a range of essential competencies including capable oversight, forward planning, an aptitude for improving processes and an ability to collaborate and communicate clearly.

### **Responsibilities**

- Provide advice and implement options and processes which develop and continuously improve project and programme management arrangements.
- Lead and co-ordinate programme & project development, including developing business cases, co-ordinating and monitoring progress and reporting through internal governance processes and externally to a range of Government Departments.
- Lead on the production of project resource and budget forecasts and manage financial expenditure and outcome reporting for the Housing Pipeline.

- Lead on the development of HPR Programme Business Cases in alignment with the WMCA Single Assurance Framework (SAF) process and oversee Project Case development.
- Lead on the preparation of delivery plans and critical highlight reports, ensuring key milestones and deliverables are achieved and financial requirements are met.
- Devise, implement and present a cycle of regular programme report updates to WMCA Boards, HM Government and other relevant bodies.
- Identify and monitor HDP and wider HPR risks, planning and implementing responses to them and responding to other related issues that affect the wider HPR Directorate.
- Provide a key link to Finance and Business Hub colleagues and represent HPR in Corporate forums relating to Performance, Risk, Assurance and Delivery Monitoring.
- Work collectively with housing delivery colleagues to identify interventions on emerging scheme proposals and manage a Forward Delivery Plan.
- Work collaboratively with housing delivery colleagues to select, commission and manage technical due diligence and assurance resource as necessary.
- Build an extensive internal stakeholder network to support an in-depth understanding of existing and emerging programmes (and projects) and share information concerning HPR activity.
- Oversee and provide critical input across the whole of HPR's programme portfolio, ensuring full accountability is achieved and budgetary and financial decisions are taken with full consideration of any possible risks and impacts.
- Provide day-to-day line management and performance management of 1 direct report to ensure balanced resource allocation and that overall HDP objectives are met.

## Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			<b>Assessment Method</b>		
<b>Experience</b>	E	D	App*	Int*	Other**
Experience of managing a PMO or multiple PMs in a project team	E		*		
Demonstrable experience of leading and motivating staff	E		*	**	
Proven track record in delivery of complex projects to time, budget, and quality	E		*	**	
Ability to effectively manage/oversee multiple projects prioritising work as appropriate to manage risk	E		*	**	
Experience in managing programme and project budgets and reporting against costs	E		*		
Experience presenting to and coordinating senior level meetings Confidence and ability to challenge information provided in a non-confrontational way	E		*	**	
Demonstrated ability to develop solutions to complex problems and display the ability to manage potentially delicate situations		D		**	
<b>Skills/Knowledge/Abilities</b>	E	D	App	Int	Other
Good working knowledge of MS Project or similar project management software	E		*		
Excellent interpersonal skills and demonstrating high proficiency in stakeholder management, partnership, and influence	E		*	**	
Demonstrate an ability and understanding of proactive risk management, identifying, and mitigating project and programme risks	E		*	**	

Management of project budgets and production of robust costs forecasts	E		*	**	
Production of accurate and cohesive project status reports to satisfy internal reporting and governance requirements	E		*	**	
Production of detailed programme/project plans understanding the principals of work breakdown structures and critical path analysis	E		*		
High level understanding of technical requirements gathering and analysis		D	*	**	
Ability to manage conflict, bringing together opposing viewpoints to arrive at a mutually agreeable solution		D	*	**	
Excellent written and verbal communication skills, ability to present to senior leaders	E		*	**	
<b>Qualifications/ Professional Memberships</b>	E	D	App	Int	Other
Qualification in a Project Management Methodology (such as APM or Prince 2)	E				
Evidence of continued professional development and using best practice to implement and make improvements to processes and tools	E				

\* Application

\*\* Interview

\*\*\* Details will be shared at interview stage

### Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

### Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

### Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

### Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

**Performance Management**

To actively engage in the performance management process and take responsibility for managing performance outcomes.

**GDPR (General Data Protection Regulation)**

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

**Other**

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis