

Northumberland County Council
JOB DESCRIPTION

Post Title: Borderlands Programme Manager (Head of the Borderlands Programme Management Office (PMO))		Director/Service/Sector: Executive Director of Regeneration, Commercial and Economy		Office Use	
Grade: Band 14		Workplace: tbc		JE ref: H135 HRMS ref:	
Responsible to: Borderlands Chief Executives Group		Date: November 2019		Lead & Man Induction:	
<p>Job Purpose: To provide professional and technical advice on all aspects of the Borderlands Inclusive Growth Deal. The potholder will lead, manage and coordinate the delivery of the Borderlands investment projects with the BIG Deal. This role is crucial for creating and maintaining strategic focus, ongoing alignment and momentum in programme delivery.</p> <p>Managing the oversight process for the negotiation, deal making and stakeholder management of UK and Scottish Governments and private sector investment through the Borderlands inclusive Growth Deal to leverage the maximum external investment into the Deal area.</p> <p>To maintain an effective Accountable Body function on behalf of the local authority partners. To provide effective leadership and management of the PMO staff, including the setting and achievement of business targets and performance management. To make an innovative and effective contribution to the Chief Executive Group.</p>					
Resources		Staff			
		Directly responsible for the management of PMO staff.			
Finance		Accountable/responsible for the efficient and effective management of the resources allocated to the central PMO (circa £10m). Accountable/responsible for the efficient management and monitoring of the Deal finances (circa £390m) including the awarding and administration of external grants to other partners delivering a project supported by the Deal.			
Physical		Overall management of the physical resources associated with the Borderlands Inclusive Growth Deal, including working environment, equipment, computer hardware and software systems associated with the delivery of the Deal. Maintain and operate strategic programme and project management systems and other key systems.			
Clients		Liaise with both UK and Scottish Government officials. Ensure clients and stakeholders are encouraged to utilise own resources where possible to maximise the resources available to the Deal. Ensure that employees within the PMO and other stakeholders comply with relevant legislation, council policies and procedures.			
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. The post is responsible for the leadership of the Borderlands Inclusive Growth Deal with partners and working in a matrix management style with heads of service and other senior managers across the five local authority partners. 2. To proactively lead, manage, delegate and direct the PMO to achieve its objectives, and manage a team of professional staff who oversee the delivery of PMO activity on a day-to-day basis. 3. To develop and implement policies and procedures relating to the smooth running of the PMO. 4. To provide strategic management and professional advice to the Partnership Board, Chief Executive Group and the Economic Development Lead Officer Group. 					

5. To provide strategic management and professional advice to the five local authority Chief Executives and their lead officers on all matters related to the implementation and delivery of the Deal activities.
6. To manage the development of strong relationships with those other organisations supporting or receiving funding through the Deal.
7. To ensure that all relevant strategies, actions plans, policies and statutory requirements are effectively developed and implemented, particularly with respect to the Implementation Plan, Performance Reporting to the Scottish City Region Deal Delivery Board and the Communication Protocol.
8. To provide professional advice and develop working relationships with elected members, Executive Directors, or Heads of Service on strategic matters across the five local authority partners.
9. To actively 'horizon scan', be aware of economic developments at national, local and regional level that will impact on the interests of Northumberland or the work of the Council, and ensure that services are responsive, continuously improving and totally customer focused.
10. To proactively develop, implement and operate effective programme and project management frameworks and ensure that robust mechanisms are continuously developed to establish and monitor the effectiveness of the Programme.
11. To provide high quality leadership and line management for the team and promote a learning and development culture in which all PMO members can achieve their full potential; including:
 - recruitment, selection, induction, discipline, training and development of staff within the PMO
 - supervision, delegation, clear guidance, quality standards, forward planning
 - motivation of teams and individuals by providing clear direction and communication
 - ensuring that all employees at all levels understand how their roles contribute to the overall direction and success of the Programme performance management, appraisal, talent management and succession planning
12. To continuously promote and review effective partnership arrangements, collaboration and joint working, for the delivery of high-quality projects, through effective and constructive relationships with colleagues and external contacts.
13. To maximise the Partnership's role, function and influence in relation to all aspects of the Deal, including actively promoting the work of the Partnership at local, regional and national level.
14. To be proactive in the identification of opportunities for 'value for money improvements', in resource usage and to monitor and report on the performance of all assets, including bringing forward rationalisation/expansion proposals as necessary.
15. To lead and fully participate in the planning and management processes for the Deal as a whole.
16. To actively promote and represent the interests of Borderlands Inclusive Growth Deal, in relation to service activities and policies at a local regional and national level, as appropriate, particularly through participation in relevant programmes, showcasing good practice and contributing to exchange networks.
17. To review, interpret, explain and enforce statutory and partner regulations, ensuring appropriate procedures are followed, that individuals/organisations have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions, through negotiation.
18. To be fully accountable for expenditure against allocated budgets, ensure effective spend against established targets and compliance with financial regulations.
19. To seek out new and improved ways of working, looking for innovation and best practice, and challenging the status quo.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post-holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	Involves travel to partner authorities and Borderlands projects across the Borderlands area. On occasion it may also involve travel further afield to represent the Partnership.
Working patterns:	Normal office hours but flexi-hours may apply. Evening and weekend working on occasion.
Working conditions:	Predominantly office based

PERSON SPECIFICATION

Post Title: Borderlands Programme Manager (Head of the Borderlands Programme Management Office (PMO))	Director/Service/Sector: Executive Director of Regeneration, Commercial and Economy	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
Degree level and professional qualifications in a relevant subject, plus recent and relevant post qualification training, additional qualifications and experience in a relevant context In-depth knowledge of professional theory, practice and procedures, and contemporary issues in relation to the role Understands the complex nature of partnership working and competing aspirations of individuals Knowledge of current international laws, regulations, policies, procedures, trends and developments Commercially aware and understands the relationship between costs, quality, customer care and corporate performance assessments Understanding of relevant legislation and requirements such as health & safety, equalities and diversity, risk management etc Evidence of continuing professional and managerial development; including management training	Membership of the Institute of Chartered Secretaries and Administrators Membership of the Association of Electoral Administrators Prince 2 (Foundation)	
Experience		
Recent significant post-qualification experience in a relevant context. Experience of a range of strategic management functions An evidenced track record of successful management and achievement of objectives in an organisation of comparable scope and complexity A demonstrable track record of leading and managing teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners Substantial experience and a proven track record in the formulation and delivery of strategies and policies within an organisation of comparable scope and complexity Substantial experience and demonstrable success in the management of change and of securing the support of others in the process Experience of resource management within a comparable organisation A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders in the public, private and voluntary sectors	Extensive knowledge of local government corporate management systems	
Skills and competencies		

<p>Good management and leadership skills are an essential requirement of the postholder, demonstrable evidence of providing visible, empowering and motivational leadership and fostering a positive organisational culture</p> <p>Personal effectiveness and judgement, takes the initiative, risk aware and able to work with high levels of autonomy</p> <p>Excellent written and oral communication skills; ability to use IT; present information and use appropriate communications with different audiences; and effectively disseminate acquired knowledge</p> <p>Ability to problem solve, analyse and interpret complex information and business statistics</p> <p>Excellent negotiation and influencing skills</p> <p>Customer oriented, with well developed networking and partnership skills, able to build relationships with a range of stakeholders</p> <p>Active and effective advocate for the service both within the council and externally</p> <p>Financial and commercial awareness and effective budgeting and financial management skills</p> <p>Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular.</p> <p>Demonstrable ability to propose, develop and implement effective strategies in pursuit of agreed goals and to make clear, informed, appropriate and timely decisions.</p> <p>Ability to command respect, trust and confidence of colleagues, Council Members and other stakeholders including civil servants and Ministers</p> <p>High levels of calm, tact and diplomacy in difficult situations</p>	
<p>Physical, mental and emotional demands</p>	
<p>Normally works from a seated position but with regular need to walk, bend or carry items</p> <p>Need to maintain general awareness with some lengthy periods of enhanced concentration</p> <p>Frequent contact with public/clients in dispute/negotiations with the Partnership</p>	
<p>Motivation</p>	
<p>A proactive corporate orientation and a commitment to tackling issues in a non-departmental manner</p> <p>Self-reliant, able to exercise discretion and possessing the ability to manage time effectively.</p> <p>Models and encourages high standards of reliability, honesty, integrity, openness and respect for others</p> <p>Actively helps managers and staff create a positive work culture, in which diverse, individual contributions and perspectives are valued</p> <p>Proactive and achievement orientated</p> <p>Works with minimal direct supervision</p> <p>Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders</p>	
<p>Other</p>	
<p>The ability to drive and, as necessary, work unsocial working hours.</p> <p>Ability to meet the transport requirements of the post.</p>	