

## Job Description

Job Title: Programme Office Manager

POSCODE: CCC2444

Grade: P3

### Overall purpose of the job

The development and delivery of new transport infrastructure is vital to the future economic wellbeing of Cambridgeshire. In order to achieve this, it is essential that projects are well managed and a comprehensive governance procedure is in place to assure the project process. The Project Delivery approach towards project management is currently under review the project framework and overarching governance is under challenge to ensure it is as robust and relevant as possible for today's market.

The Project Delivery Programme Office Manager will be responsible for driving the change programme to ensure that project disciplines are properly embedded into the culture of the department. The role requires an experienced project manager who understands the range of activities that a PMO performs and to ensure that these are appropriately monitored. Project teams need to be fully supported in delivering their projects.

In addition, the role requires excellent written and oral communication skills, analytical ability to work with and interpret a range of data, networking skills and the ability to work with a range of stakeholder groups developing strong partnerships to create effective working relationships.

To support the PMO Team Leader and other managers within P&S in delivering the Council and Directorate's objectives, through joined-up service planning, community engagement and the flexible use of resources.

### Main accountabilities

<b>Main accountabilities</b>	
1.	<p><b>Programme and Project Management</b></p> <p>Develop, effective programme management systems to ensure that programme aims are achieved and projects remain on track and on budget.</p> <p>Provide project and programme management expertise both to the teams and on the largest and most complex projects, ensuring all projects adhere to the project process and procedures in place and all project documentation is produced to the required standard.</p> <p>Ensure that all project plans are fully maintained and up-to-date and feed into the overall project plan.</p> <p>Oversee the development of project risk registers and ensure they are constructed using the H&amp;T risk register template.</p> <p>Ensure that project delivery plans and programmes are defined against agreed performance targets and built to time and to budget and quality specifications.</p> <p>Provide regular reporting to Assistant Directors / Directors &amp; Senior Managers across P&amp;S, including analysis and evaluation of progress, with respect to the current and forecast status on assigned projects.</p>

	<p>Identify potential difficulties with project delivery and take appropriate remedial action.</p> <p>Lead on the development and compliance of environmental polices relating to major projects.</p> <p>Ensure adherence to the approved Assurance Framework.</p>
2.	<p><b>Partnership Working and Stakeholder Engagement</b></p> <p>Actively engage and lead on relationship management with key partners such as our service provider, the District Councils, Department for Transport, Highways England, Network Rail, Environment Agency, Local Enterprise Partnership, Community Groups and others as required, to deliver infrastructure projects.</p> <p>Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams.</p> <p>Support with Project Management Teams stakeholder engagement work for the Programme.</p> <p>Ensure that service objectives align with local community and business needs to deliver outcomes that align with Council objectives.</p> <p>Monitor the emerging policies and systems relating to customer services and consultation of work programmes and projects for the Major Projects including City Deal works. These programmes and projects should meet the needs of users and the local community by actively seeking input from local communities, businesses, Councillors, key stakeholders and potential users, throughout the development and delivery of work, aligning fully with City Board expectations.</p>
3.	<p><b>Financial, Contract and Risk Management</b></p> <p>Manage, control and monitor the Capital Programme of works ensuring monthly progress reports on expenditure, and bids for LEP /DfT and other sources are prepared and submitted by the PM in a timely way.</p> <p>Jointly manage the forward expenditure plan for all Capital Programmes, highlight expenditure shortfalls to AD and report to Executive Board.</p> <p>Lead on the implementation of risk monitoring and management processes in accordance with corporate guidelines.</p> <p>Report on corporate risks of projects / programmes associated with each project through the project / programme and corporate risk register as necessary.</p> <p>Ensure compliance with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects and work programmes.</p> <p>Ensure contractual processes are developed and followed.</p>

4.	<b>Service Planning and Development</b>  Maximise the use of Capital Expenditure to ensure services across the organisation – Skills, Housing and Local Schemes are managed, developed and aligned with co-operative objectives.
5.	<b>Strategy Development</b>  Contribute to the development of strategies for programming transport infrastructure projects and providing advice on feasibility and costs of potential schemes.
6.	<b>Staff Management and Development</b>  Provide effective leadership to support Project Managers and officers and work with the Team Leaders to create a culture of empowerment, ownership, openness and transparency.
7.	<b>Equality, diversity and inclusion</b>  Demonstrate an awareness and understanding of equality, diversity and inclusion.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree or equivalent	Project Management or equivalent	Desireable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
	<ul style="list-style-type: none"> <li>• Extensive/Specialist/technical knowledge &amp; understanding of Project Management processes and procedures</li> <li>• Detailed understanding of the role and function of a Programme Management office</li> <li>• Track record of establishing and implementing effective performance measures and evaluating service quality.</li> <li>• Extensive networking ability, developing strong working arrangements and building relationships with a wide range of stakeholder groups partnerships, including other agencies as a means of ensuring project and service objectives are met.</li> </ul>	Essential
	<ul style="list-style-type: none"> <li>• An understanding of the complexities of local government and the matters affecting it;</li> </ul>	Desirable
<b>Skills</b>		
	<ul style="list-style-type: none"> <li>• Excellent written, interpersonal and communications skills,</li> <li>• Excellent analytical skills, ability to work with and assimilate complex data sets relating to project timings, recourses and project costs</li> <li>• Extensive networking skills with an ability to work with a wide range of colleagues and quickly build working relationships with them.</li> <li>• Comprehensive IT skills and able to use a range of software</li> <li>• Ability to think insightfully and innovatively, based on an underlying</li> </ul>	Essential

	<p>understanding of key principles to provide innovative and beneficial solutions;</p> <ul style="list-style-type: none"> <li>• Ability to maintain a thorough awareness of and anticipate external and internal factors likely to affect local government and able to find solutions to complex situations;</li> <li>• Ability to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas.</li> <li>• Ability to lead, motivate and develop staff in a way that builds individual and team capacity to deliver quality services and continuous improvement;</li> <li>• Flexible in hours of work;</li> <li>• Commitment to continuous personal development</li> </ul>	
<b>Experience</b>		
	<ul style="list-style-type: none"> <li>• Proven experience of financial and resource planning and the ability to deliver Value for Money on major contracts and operating in a multi-disciplinary financial environment engaging with stakeholders.</li> <li>• Experience of developing focused strategies and prioritising actions, leading to change and performance improvements and achieving value for money on Major Projects.</li> <li>• Experience of working with elected politicians and of ensuring that Project and service outcomes align with broader political priorities.</li> <li>• Ability to monitor spending against budget and actively intervene to maintain on-target financial performance</li> <li>• Proven experience in the management and development of a highly skilled and multi-disciplinary professional workforce.</li> <li>• Experience of delivering presentations to a wide range of audiences.</li> </ul>	Essential
	<p>Have the ability to visit stakeholder offices and sites, when necessary, where public transport is limited.</p> <p>Be able to attend meetings out of hours when necessary.</p>	
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

### Disclosure level

What disclosure level is required for this post?	<b>None</b>	Standard
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	<b>Hybrid</b>	Field	Remote	Mobile
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