

Recruitment person specification

Post being recruited for: **Programme Manager – Strategy**

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Person specification

Category

Essential

Desirable (not every post
needs desirable requirements)

Experience	Extensive experience of leading project teams and strong programme and project management skills. Outstanding communication skills and ability to communicate clearly and succinctly at personal, operational and strategic levels and to understand the importance of communication in long term planning. Ability to write complex committee reports and briefings to Senior Officers and Elected Members and present to Committee as required. Create and confidently deliver high level strategic presentations on key messages and ambitious project plans. Experience of leading or contributing significantly to financial and operating strategy. Ability to assess, plan and manage risk across operations and strategy. Experience management of suppliers and/or partners. Strong relationship development and management skills and ability to operate effectively with people at a much senior level within the Council and other organisations. Experience of securing the cooperation and contribution of partners and customers to enable the delivery of services and the implementation of strategy. Strong verbal and numerical reasoning skills. Experience of successfully leading, motivating, and managing programme or project teams Experience of developing and implementing strategic plans engaging stakeholders, customers and partners in their development. Experience of a leadership role in driving change and service delivery. Experience of effective working with elected or board members. Experience within a housing or other similar service environment of comparable scope, size and complexity.	
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Knowledge, skills and understanding	Understanding of commercial and entrepreneurial approach to service delivery. Excellent analytical and research skills and the ability to interpret and communicate complex policy, legislation, regulation and data. Business, strategic, and operational planning, programme and project management skills and experience. Knowledge of the housing legislative, regulatory and policy environment in which the service operates. Awareness of the wider topical social and political issues which may have an impact on programme management. Strong contract management knowledge and experience, including producing, implementing, and concluding improvement plans and implementing contract conditions. Ability to adapt to ever changing demands and political environment and to undertake continuous personal improvement in line with the progression of the programme.	
Qualifications and training	Educated to degree level or equivalent in a relevant professional discipline.	Prince 2 Foundation or Practitioner qualification Membership of professional body

Job specific requirements	Responsible for maintaining a multi-year Investment programme and management framework ensuring adherence to project management controls to support project delivery. Implement governance assurance including gateway reviews, auditing and quality assurance checks. Monitor and raise programme risks and develop mitigation to address issues. Develop monthly Performance and Financial Dashboards. Provide financial and budget monitoring and reporting at a programme level. Build effective relationships with external consultants, partners and stakeholders. Develop policies and strategies to deliver Council commitments. Awareness of legislative and/or regulatory changes to develop and implement relevant mitigations.
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