

**London Borough of Lambeth
Neighbourhoods and Growth
Strategic Programmes Division**

Job Description

Job Title: Programme Performance Manager (Contractual and Financial Management)
Grade: P07
Responsible to: Head of Programme Office
Responsible for: Programme Management Office Development Manager

Purpose of job:

To support the Head of Programme Office and overall Division and lead, manage and co-ordinate the commercial, contractual, programme development and progress tracking of strategic capital and regeneration programmes and associated activities. To ensure programmes and projects are delivered to the required timescales and budgets, achieving the required outcomes. To facilitate progressive improvement in value for money, speed of delivery and efficiency of operation.

Organisational Expectations

All Council managers are expected to work in a way which supports the achievement of the Council's citizen-centred and engaging approach. These include a requirement to:

- Work collaboratively with Council managers and councillors and with partners and providers, sharing information, resources and ideas to support the development of effective planning, strategy and delivery for the benefit of service users and the community
- Take an organisation-wide view of the deployment of resources under your direction ensuring that they are targeted towards achieving the Council's key priorities and outcomes
- Focus on demand management principles identifying ways to reduce demands on a service by early intervention, service innovation, the involvement of the community in delivery or better working with organisational partners.
- Be accountable for the effective use of resources including budgets directly under your control; manage the contribution of staff temporarily deployed on projects and projects under your direction as part of the networked (matrix) management approach
- Promote and support the development of a continuous improvement and learning culture, coaching and supporting other managers and staff to develop a culture of personal ownership and accountability for delivering outcomes

- Lead the development of a performance culture by setting clear performance objectives for staff, monitoring the delivery of targets and outcomes and giving effective feedback on performance
- Be open and transparent supporting a culture of effective people management and employee engagement to enhance the contribution of staff and to improve innovation, effectiveness and efficiency of delivery

Key accountabilities

1. To work collaboratively with elected members, commissioners, partners and other service providers and with service-users and citizens to understand their requirements and expectations and to develop and monitor a range of capital investment programmes which support the Council's goals and statutory responsibilities.
2. To be responsible for supporting the leadership and effective management of the commercial, contractual, programme development and progress tracking team in relation to capital and regeneration programmes, and taking overall leadership in a major part of the portfolio.
3. To ensure that effective construction cost management, commercial and contractual arrangements are made on all capital programmes, including overseeing procurement and management of these aspects of the capital programmes.
4. To be responsible for overseeing the financial appraisal of projects, ensuring projects meet Lambeth Finance's requirements around viability and affordability. Appraising financial information and making recommendations to senior officers on delivery strategies and funding strategies.
5. To ensure that all aspects of the capital programme / projects are planned, designed, procured, managed and delivered working with commissioners and others, such that they meet the aspirations of Councillors and the needs of key partners and stakeholders including the Government.
6. To develop the strategy for and lead and manage on complex procurements where contract values may be in excess of £20m. To provide technical and professional advice to ensure best procurement practice and to demonstrate a good understanding of the construction market in recommending procurement strategies to the Council.
7. To work with the Head of Programme Office to develop the Divisional programme office.
8. To be responsible for the coordination and manage monitoring of risk management and commercial issues on all strategic capital programmes.

In addition

9. To play a major role in creating a centre of excellence and making advice available to all teams involved in building related capital and regeneration programmes on commercial, contractual, programming and monitoring of such work.
10. To facilitate progressive improvement in value for money, speed of delivery and efficiency of operation of capital programmes.
11. To ensure a continuing commitment to equality and diversity in employment and community cohesion, identifying and delivering to the diverse client groups in the borough in a way that offers a flexible, responsive choice of service delivery.
12. To work at all times in accordance with the Council procedures relating to financial and procurement management.
13. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes the Data Protection Act, the Health and Safety at Work Act, Equalities and Diversity, Standing Orders and Financial regulations.
14. Take responsibility, appropriate to the post, for ensuring compliance with council policies and procedures aimed at promoting and safeguarding the welfare of vulnerable children and adults.
15. To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.
16. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
17. To undertake any other duties that may be required. These may be varied from time to time to meet the needs of the service.

The portfolio may be varied from time to time by discussion with the Assistant Director in accordance with the needs of the authority. This may include special project responsibilities or taking a lead for the authority on key initiatives as and when required.

Person Specification

Programme Performance Manager (Contractual and Financial Management)

PO7

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Qualification; Knowledge	K1	A relevant professional or management qualification and evidence of on-going professional development relating to services within the remit of the role	✓A
	K2	Knowledge of relevant legislative policy and good practice guidelines and of emerging developments in practice in relation to construction/regeneration	
	K3	Demonstrable understanding of the risks associated with regeneration/construction programmes and appropriate mitigation measures	✓A
	K4	Knowledge of the financial, legal and social environments, in which an inner-London local authority operates.	✓A
	K5	Knowledge of contract, procurement and commercial good practice in relation to regeneration / construction.	✓A
	K6	Demonstrate understanding of the risks associated with new build construction / redevelopment and regeneration programmes and appropriate mitigation measures.	
Experience	E1	Successful experience in a management post within the area of construction/regeneration commercial or programme management	

	E2	A successful track record of working on construction/regeneration programmes within a framework of collaborative working with businesses/partners/members/citizens to ensure the objectives of the programme are met.	✓A
	E3	Track record of identifying and implementing effective procurement strategies.	
Key Behaviours	B1	<p>Focuses on people is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people. For example,</p> <ul style="list-style-type: none"> • Treating everyone with respect, equally and fairly 	
	B2	<p>Takes ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development. For example,</p> <ul style="list-style-type: none"> • Identifying and owning opportunities for service improvement 	
	B3	<p>Works collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results. For example,</p> <ul style="list-style-type: none"> • Ensuring all work with colleagues from across the council to reduce silo working and get things done in the most informed and best way 	✓A
	B4	<p>Communicates effectively is about how we talk, write and engage with others. It's about using simple, clear and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation. For example,</p> <ul style="list-style-type: none"> • Thinking carefully about avoiding jargon both internally and externally 	
	B5	<p>Focuses on results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better. For example,</p>	✓A

		<ul style="list-style-type: none"> Setting clear objectives and targets, ensuring they are SMART and measurable and linked to business plans 	
Special Requirements	S1	Attendance at evening meetings may be required (e.g. Cabinet, Overview and Scrutiny Committee)	