


Profile Title:	Senior Programme Manager – Business Growth				
Reports to:	Assistant Director				
Employee Supervision:	Variable – up to 3 employees	Grade:	11	Profile Ref:	105569

Purpose of the Post

This role will play a key role in the functional leadership of the Sheffield City Region activities across city region partners and stakeholders.

To lead workstreams within remit, required in order for Sheffield City Region to substantially achieve growth. Specifically to design, commission and implement SCR programmes, projects and schemes within remit to ensure all investments deliver the associated KPIs and realise the benefits and results for the Sheffield City Region outlined in the SEP.

To lead a team of subject experts including the potential for direct team management and matrix management of wider partners.

Responsibilities

- To have autonomy over the work programme within remit, and contribute to the work of the SCR in a way that ensures that appropriate corporate management, team and sectional targets are achieved.
- Lead the development of the SCR CA business plan / forward plan of work including undertaking and leading the commissioning of analysis on relevant policy or technical issues and programme design issues applying appropriate techniques to reach objective programme recommendations.
- Lead the development of schemes and programmes to affect and maintain changes to the economic development landscape in SCR by (a) delivering well-defined, time limited projects with clear measurable objectives (b) delivering ongoing products or services where there is a clear rationale for doing so to ensure the highest quality of outcomes and benefits for SCR businesses and individuals in all aspects of investment.
- Proactively liaise, negotiate and collaborate with internal and external stakeholder including with Whitehall officials, managers, employees, Councillors, businesses, Board Members, partnership agencies and other city regions as appropriate in the strategic development and delivery of the programme. Ensuring business and labour market experience informs strategy, planning and delivery.
- Undertake performance management, self-assessment and complex data analysis and interpretation, promoting quality practice and service delivery, ensuring continuous improvement in line with all appropriate performance management / quality frameworks.
- Prepare data, reports and papers as appropriate and to a high standard, suitable for wider audiences.
- Develop and maintain knowledge of local and national regulations, policies and procedures which have implications for programme or service design and delivery, to satisfy internal and external demands.
- Lead the development and creation of new propositions to secure for the SCR CA/LEP either substantial financial investment and/or additional freedoms or flexibilities from Government.
- Undertake budget management and financial planning in relation to the programme area, setting programme budgets and monitoring outcomes. Reporting to the Board, funding partners and auditors on a regular basis.
- Lead on setting the specifications for the commissioning/procurement of services and systems as required and act as client lead for the management and quality assurance of commissioned provision.

- With the relevant AD / Director facilitate the sub-board structure of the SCR LEP and Combined Authority, preparing papers, agendas and minutes. Briefing upwards to facilitate liaison with the appointed lead Leader, CEX and LEP Board member to ensure that work is undertaken in collaboration with the aim of achieving consensus working and maintaining good relations with LEP members and funding partners.
- Lead and manage a team (directly and on a matrix basis) of professionals providing direction and co-ordination of workloads, support and guidance dealing with recruitment, motivation, training, welfare, performance management and discipline issues as appropriate.
- Undertake any other duties commensurate with the role as requested by management.

Education and Training	Measure	Rank
<ul style="list-style-type: none"> • Educated to degree level or equivalent 	A/C	E
<ul style="list-style-type: none"> • Evidence of recent continuous professional development 	A/C	E
<ul style="list-style-type: none"> • A higher degree or professional qualification 	A/C	D
<ul style="list-style-type: none"> • Recognised project management qualification 	A/C	D
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> • Substantial experience of leading or managing programme design, development and delivery work, including experience of working within the statutory, regulatory and inspection / audit regimes of the public sector. 	A/I	E
<ul style="list-style-type: none"> • Experience of working at a high level with and influencing senior business leaders, senior executives, elected members and other politicians to design and develop programmes in pursuit of local objectives, including presenting professional advice and guidance. 	A/I	E
<ul style="list-style-type: none"> • Experience of managing complex budgets involving a range of funding streams and partners with the ability to understand financial information and processes. 	I	E
<ul style="list-style-type: none"> • Substantial successful experience of leadership of matrix teams of professionals and multi-disciplinary teams with demonstrable evidence of improved performance. 	A/I	E
<ul style="list-style-type: none"> • Significant experience of utilising data and performance information to both drive performance and to make continuous programme improvements and value for money and ensuring projects deliver the full range of outcomes. 	A/I	E
<ul style="list-style-type: none"> • Experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis. 	I	E
<ul style="list-style-type: none"> • A track record of delivering challenging / multi-dimensional projects, services or initiatives to a high level of quality, including experience of developing risk plans, value management and cost control. 	I	E
<ul style="list-style-type: none"> • Experience of presenting complex material to external stakeholders. 	I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> • Substantial knowledge of local and national strategies, policies and legislation relevant to the area of work, including emerging and changing issues. 	A/I	E
<ul style="list-style-type: none"> • Knowledge of the Green Book, and other relevant investment evaluation tools, such as WebTAG, economic evaluation and cost benefit analysis. 	A	D
<ul style="list-style-type: none"> • Significant knowledge of how results, benefits and outcomes can be monitored, tracked and evaluated to the benefit of the SCR economy, businesses and residents and how intelligence and data can be used to inform continuous programme development. 	I	E
<ul style="list-style-type: none"> • Significant knowledge of resource management issues relating to programme or service planning and delivery including knowledge of management theory and practice 	I	E

<ul style="list-style-type: none"> Working knowledge of public procurement requirements. 	I	E
<ul style="list-style-type: none"> Working knowledge of programme management techniques. 	I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Excellent verbal, presentation and written communications skills – in particular the development and articulation of concise clear reasoning and recommendations. Particularly the ability to cut through complexity to give advice. 	A/I	E
<ul style="list-style-type: none"> Excellent negotiation and interpersonal skills with the ability to influence and facilitate partnerships deals with a variety of internal and external stakeholders, sometimes in areas of tension and conflict with evidence of sound judgement and an ability to anticipate and plan for future developments and options. 	I	E
<ul style="list-style-type: none"> Ability and skilled in defining a clear scope of work for external providers, commissioning work and managing numerous commissions in tandem. 	I	E
<ul style="list-style-type: none"> Skilled in producing quality documentation including reports, ensuring they are suitable for particular audiences. 	I	E
<ul style="list-style-type: none"> Ability and skilled in defining a clear scope of work for external providers, commissioning work and managing numerous commissions in tandem. 	I	E
<ul style="list-style-type: none"> Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision. 	I	E
<ul style="list-style-type: none"> Excellent and well developed management skills, to include an ability to think creatively and implement solution and outcome focussed problem solving with an ability to initiate and manage change through influence and collaboration 	I	E
<ul style="list-style-type: none"> Strong ability to act as an inspirational role model across a wide range of staff, partners and stakeholders to motivate and to enable the delivery of high quality programmes in a complex and demanding partnership environment 	I	E
<ul style="list-style-type: none"> Ability to work within a dynamic and changing environment, leading others through changing established ways of operating. 	I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Executive Team. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> Work in accordance with the values and behaviours of both the LEP and the SCR Combined Authority, able to demonstrate a high degree of accountability and integrity. 	A/I	E
<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	A/I	E