

TERMS OF REFERENCE

ROLE:	LUF PROGRAMME MANAGER
Reports To:	RDC Senior Leadership Team, LUF SRO/ Sponsor
Appointed By:	RDC

Key Responsibilities

The Programme Manager has day-to-day responsibility for the implementation, delivery and operation of the Programme. Whereas the Senior Responsible Officer (SRO) takes overall accountability for the Programme, the Programme Manager leads and manages on a day-to-day basis.

The Programme Manager has responsibility to plan, manage and deliver the LUF Programme.

Key responsibilities include:

- Establish and implement robust programme and project management systems for the LUF Programme aligned to the agreed governance framework;
- Ensure at all times that there is an up-to-date;
 - Gantt Chart Programme showing critical path and all Programme milestones, deadlines and key activities
 - LUF Programme Budget
 - Resource Schedule
 - Programme Risk Register
- Work with the SRO and other senior officers in establishing embedded project and programme management capability across the LUF Programme;
- Be accountable and responsible for the effective management, monitoring and reporting of all aspects of the LUF Programme;
- Produce “dashboard” / highlight reports and report progress to LUF Board;
- Review Gateway reports prior to formal sign off by the SRO and the LUF Programme Board;
- Work with Chair / SRO and Finance lead in undertaking an annual review of the LUF Programme;
- Oversee the project development, contract compliance and delivery of projects within the LUF Programme;
- Identify and manage LUF Programme’s project interdependencies;
- Manage Programme risks and when appropriate escalate to LUF Programme Board;
- Support Project Managers of the DLWP and HoS projects through the various reporting mechanisms including;
 - Project Review meetings
 - Project spec / design meetings
 - Finance meetings
 - Informal programme meetings that can contribute to Programme success
- Oversee procurement strategies, development briefs and manage tender exercises for agreed for the Programme e.g. procurement of professional teams;
- Seek updates from Project Managers and consultants, and ensure effective delivery of projects in partnership with the relevant project managers;
- Present a Highlight Report to the Programme Board not less than once per quarter (frequency to be agreed) covering all aspects of the Programme and Projects therein; and
- Manage a variety of internal and external stakeholders to help manage expectations and promote good communication;

- Present such decisions to the Programme Board and Senior Leadership Team (SLT) as are required for the operation and implementation of the Programme and Projects therein, along with supporting information and recommendations as appropriate to allow those decisions to be made.

PERSON SPECIFICATION

Given the nature of the role we are able to consider candidates from a wide range of backgrounds. However, candidates should clearly demonstrate the following through their CV and Personal Statement:

- Strong evidence of capability and experience managing complex programmes for Local Authorities;
- Understanding of the key implications, processes and risks associated with each RIBA Plan of Work Stage of a project;
- Extensive construction project management background at an appropriate level (at all RIBA Stages);
- Robust knowledge and practical implementation of financial and contractual management of complex projects at different RIBA Stages;
- Conversant with Public Sector procurement rules and practical implementation;
- Well evidenced ability to manage multiple internal and external stakeholders;
- Well evidenced ability to draw out and balance competing viewpoints, priorities and objectives in a project environment;
- Ability to prepare and make effective use of detailed programme management tools including, specifically;
 - Gantt chart programmes showing critical path
 - Risk Register
 - Project Scopes
 - Budget and Cash Flow Forecasting
- Experience working on high-profile and sensitive projects;
- Experience of government grant processes – bids, awards, claim/ drawdown and administration;
- Leadership, initiative, problem solving and change management skills and abilities; and
- A proactive, hands-on approach with the ability to engage at both a detailed and strategic level as required.

RDC will consider each CV on its own merits and has not set any specific qualification requirements. It is generally expected that candidates will be educated to degree level in an appropriate topic OR be a chartered member of a relevant organisation (such as RICS, RIBA, CIOB etc), although it is acknowledged that appropriate experience may be a suitable alternative.