

Job Description

Schools Programme Manager

Role Profile	Schools Programme Manager
Service/Team	Children's Services, Schools Capital & Place Planning
Reports to	Head of Service, Admissions, Place Planning and Funding
Responsible for	School Programme Manager, School Assistant Programme Officer
Number of posts	
Post number	
Career Grade	n/a

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring that the processes for managing projects are planned and executed effectively to enable children and young people to access local school places in buildings that are safe and offer inspiring and inclusive teaching and learning spaces.

Job Overview

Assisting the Head of Service to deliver the service - responsible for shaping the strategic direction of the service by helping influence and develop strategic business plans, policy and procedure using information and data from customers.

Key Responsibilities

- Co-ordinate programme and project resources and be accountable for the performance, progress and timeliness of the Children's Services capital programme including the development of policy and good practice in line with statutory requirements.
- Using project management skills and knowledge of effective change, oversee and manage change in the delivery of workstreams and transformational projects necessary to secure improvement and deliver our strategic priorities.
- Oversee a large number of projects to ensure each project has clear purpose, scope, outcomes and communication, and is managed and delivered to time and budget in line with robust processes and procedures.
- Responsible for daily programme management including programme governance, programme planning, performance, budget, coordination of projects and their interdependencies, resource allocation across projects, aligning deliverables to programme outcomes
- Manage resources flexibly to ensure delivery of service objectives longer term plans. Monitor against budgets and delivery of targets against time and cost, maintaining formal project controls and approvals and reporting variances, assumptions and dependencies, ensuring these are visible and accessible and continually updated and acted upon.

- Contributing towards shaping the strategic direction of the service by helping influence and develop strategic business plans, policy and procedure using information and data from customers.
- Identify interdependencies with other Council projects and developments and negotiate agreed solutions that ensure optimum mutual benefit and ensure suitable mitigation processes are put in place as appropriate.
- Establish and maintain effective working relationship with key stakeholders at a high level and externally, to ensure effective communication and involvement with project activity and achieve collective objectives and to address complex and contentious issues and overcome any barriers to joint working.
- Working with the Corporate Estates and Health and Safety teams, lead in the development and timely delivery of a good estate management function for schools and act as service representative in respect of health and safety standards across the maintained school estate.
- Responsible for engaging senior leaders and elected members take timely decisions about the allocation of resources to projects and programme priorities involving the preparation of briefing notes and formal reports as part of the democratic decision-making process.
- Consider the changing needs of the Programme during the lifecycle and align resourcing considering both short and long-term implications to ensure strategic direction is supported.
- Using specialised skills, knowledge and understanding of industry best practice, lead, plan and organise the activities of a team of client officers and be the point of contact for external project managers and multi-disciplinary teams to deliver projects in the programme to time, quality and cost considerations.
- Responsible for the delivery of training necessary to support client and project officers
- Awareness of the safer working practices guidance and know what to do if you identify concerns or if they are raised with you by others.
- Compliance with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including Equality and Diversity legislation, the Health and Safety at Work Act and Data Protection legislation.
- Maintaining formal project controls (risks, assumptions, issues and dependencies) – ensuring these are visible and accessible and continually updated and acted upon.
- Responsible for ensuring projects, risks, mitigations and opportunities are conveyed to stakeholders and make evidence based and outcome focussed decisions to ensure the quality of the service is maintained.
- Ensuring robust systems are in place for document control and related to contractual and instructions
- Deliver the programme and projects in accordance with agreed standards and comply with the requirements of the law. Provide an open and transparent approach to leadership, being open to receiving and providing feedback and monitoring progress to enable positive change
- Implement, develop and sustain robust governance arrangements including reporting and monitoring of progress, qualitative KPI capture – sustainability/environment, H&S, other measures.

- Act as lead contact for all matters relating to internal systems and software to ensure accurate flow and reporting of project data and information and that this is accurate and up to date.
- Maximise resources through submission of external bids for funding working with local and national partners

Specific Qualifications and Experience

- Degree qualified, preferably in the built environment
- Post graduate specialism degree level and commensurate professional experience
- PRINCE 2 / PMP / RICS or equivalent project management qualification or equivalent professional experience.
- Good understanding and proven delivery of programme management within a local authority and politically stimulating environment

Personal Qualities & Attributes

- High level of resilience, attention to detail, emotional intelligence, calm under pressure
- Ability to manage and develop the team to ensure objectives are met, workloads are sustainable and additional support/specialist expertise is deployed as required. Test new ideas by encouraging creativity and innovation at all levels.
- Being a role model, demonstrating enthusiasm to deliver customer focused services and show commitment to removing barriers.

Job Requirements

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.