**CHESHIRE AND WARRINGTON LEP AND MARKETING CHESHIRE**

**Programme Manager**

**Cheshire & Warrington LEP**

Cheshire and Warrington Local Enterprise Partnership (LEP) is a partnership of businesses, local authorities and third sector stakeholders responsible for the economic development of the Cheshire and Warrington sub-region. It is one of 38 LEPs covering the whole of England. Working directly with central and local government, the LEP is responsible for substantial investment programmes, provides direct support and advice for local businesses through its Growth Hub, sets the skills agenda for the sub-region, and, through Marketing Cheshire, markets Cheshire and Warrington as a great place to visit and the best place in the UK to live, study, invest and prosper. Some of the LEP’s key initiatives include preparation for HS2 and Northern Powerhouse Rail, and direct investment in the sub-region’s world class Life Sciences, Advanced Manufacturing, Digital and Clean Energy sectors. Prior to the onset of Covid-19, Cheshire and Warrington was one of the most successful and fastest growing economies in the country and the LEP is working hand in hand with national and local stakeholders to provide support to businesses and residents facing up to the Covid-19 challenges to minimise the deep economic impacts and accelerate recovery.

**The Vacancy**

The LEP and Marketing Cheshire have grown significantly over the past few years. Over the period 2016-2021, we have supported the investment of over £200M of Local Growth Funds, matched by almost £1Billion of private and public sector funding and obtaining excellent feedback from MHCLG/BEIS for our performance on strategy, governance and delivery. While we have completed our investments, many of the delivery partners are still finalising the projects and continuing to deliver the outcomes. In addition to LGF, the LEP is managing programmes of investment of Growing Places Fund, Getting Building Fund, and retained business rates. The LEP has a stake in Life Sciences and Urban Development funds. Within the LEP there are several activities where we are responsible and accountable for the delivery, including the Growth Hub and Pledge, programmes of work where funding has risen sharply in the past two years. The programme manager takes direct responsibility for the management of capital fund activities as well as providing programme support to colleagues.

*Skills and Experience*

The post will particularly suit an experienced programme manager who has had exposure to the full life cycle of projects and programmes from inception through contracting and investment, to monitoring and post programme evaluation. This may have been gained within the private or public sector, although an understanding of public sector practices would be advantageous.

The programme manager also provides support to LEP colleagues for procurement of services, including drafting invitations to tender, bid evaluation and contracting. Our approach is to follow Public Procurement Regulations and the post holder maintains our procurement policies. Experience of this area would be an advantage.

You will be the Programme management expert resource for our organisation and as such you’ll need to be able to work independently, use your enthusiasm and initiative to take the function forward and apply resourcefulness to problem solving. You’ll need to demonstrate a willingness to cover all aspects of the role from policy development to ensuring administrative systems are fit for purpose and up to date.

A full job description is attached to this pack.

**Location and Salary**

The nominal base for this post is Winsford, Cheshire, but during the current restrictions the successful candidate will be working from home and it is quite likely that once the Covid restrictions are lifted there will be considerable scope to work flexibly from alternative locations. The salary available is up to £50k depending on skills and experience plus a pension scheme to which the LEP contributes.

C&W LEP is committed to creating a diverse environment and has policies that all qualified applicants will receive consideration without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, disability, age status.

**How to apply**

To apply for this role please send the following documents no later than **5.00pm,** 23rd September 2021 to [HR@871candwep.co.uk](mailto:HR@871candwep.co.uk):

* Your CV (no more than 3 pages)
* A supporting personal statement explaining the reasons for your interest in the role and how you meet the requirements set out in the person specification and experience (no more than 2 pages)
* An Equality and Diversity Questionnaire (download from our website)

**Applications which do not include all the above may not be considered.** Should you require further information or wish to have a confidential discussion regarding the role please contact Ian Brooks, Finance and Commercial Director on, 07508 527 997.

Interviews are expected to take place in early October.

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| **Job Description** | | |
| Job Title: | Programme Manager | |
| Reporting to: | Finance and Commercial Director | |
| Work Base: | Wyvern House | |
| Grade: | Job Weight 3.3 | |
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| Main Purpose of Role: | | |
| To provide an effective programme management function for programmes delivered by the LEP and government funded programmes administered by the LEP. The programme management function to encompass the whole project cycle including, appraisals, contracts, claims, risk management and reporting to the Performance and Investment Committee, DBEIS and Cities and Local Growth Unit and to provide programme management oversight to LEP programme delivery, e.g. Growth Hub, Pledge etc.  To ensure that programmes meet the highest standards of public sector governance, including ensuring that projects deliver good value for money, and that the LEP’s activities are transparent and accountable.  To provide procurement support to all areas of the LEP and Marketing Cheshire consistent with the LEP’s procurement policies. | | |
| Key Responsibilities: | | |
| * To provide the functions of a Programme Office providing oversight and advice for all LEP programmes, whether those programmes are on behalf of government of programmes where the LEP is responsible for delivery. * Manage the LEP’s grant and loan programmes to ensure that the projects approved meet the minimum requirements as set out in the Funding Agreement, offer value for money (VfM), have a strategic fit with the Strategic Economic Plan (SEP) and other Local Strategies and to ensure, where appropriate, spending targets are met. * Keep an audit trail on all projects to help ensure compliance with funders requirements and the Local Assurance Framework and, where required support the achievement of an unconditional internal audit reports. * Manage the timely completion and submission of the funder’s returns. * For administered programmes, draft contracts for authorisation by the Finance and Commercial Director and monitor progress against contracts on all funded projects and others as required. For delivery programmes review and assess risks associated with funding terms and conditions. * Prepare reports which will include: Sub Regional Managers Board report, Annual Delivery Plan, Annual conversation documentation, Local Assurance Framework, plus any others as required. * Liaise with LEP colleagues and Local Authorities with respect to cash receipts and payments associated with programme funding. * Lead, develop and co-ordinate overall programme management and performance reporting on all aspects of the CWLEP’s capital and revenue programmes, including: * The determination of key performance indicators and annual targets against which the performance of the CWLEP can be measured; * The monitoring of progress of projects and the overall programme and reporting of achievements against key milestones and deliverables; * The monitoring and reporting of key financial indicators; * Risk and issue management * Provide accurate and timely management information as required by Government, the LEP Board and other relevant stakeholders on progress of managed activities * Build good relationships with the LEP’s partners, liaising closely with relevant Local Authority officers on areas of common interest to facilitate good information exchange. * Support and advise applicants for programme funds and prepare papers on applications for consideration, as required, by the LEP board or LEP sub-boards. * Provide oversight of the LEP’s involvement in sub-regional investment funds including Life Sciences Funds, Evergreen and Urban Development Fund. * Represent the LEP on external boards, project teams and working groups including the development of relationships with partners, stakeholders, developers, business and investors. * Co-ordinate the LEP’s monthly Performance & Investment (P&I) Committee to oversee the successful delivery of the LEP programmes and projects and maintain an appropriate oversight or programme and corporate risk. * Work closely with the LEP Executive team, Strategy, Communications and Marketing teams to inform any LEP plans, and marketing and promotional materials of the Cheshire and Warrington Local Enterprise Partnership. * Provide technical advice to LEP colleagues on: Procurement, project and programme management, risk, business case development and appraisals. * Procure and appoint consultants to carry out work as appropriate e.g. legal support, due diligence etc. * Maintain and coordinate the updating of the local assurance framework, corporate and programme risk registers, escalating risks as necessary. Top risks to be reported monthly to P&I and running 6 monthly risk workshops with P&I. * Horizon scan for funding available to the sub-region and write and / or support funding bids as opportunities arise * This list is not exhaustive and includes any other duties as reasonably requested by the organisation. | | |
| Org Chart: | | |
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| Reporting Lines: | | |
| * Reports to the Finance and Commercial Director | | |
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| At a Glance Summary: | | |
| Managing Others: | | * Responsible for managing the work of others directly (internal or external staff e.g. consultants or contractors) and acting as their Line Manager. |
| Level of Responsibility: | | * Business impact of role is operational. * May contribute to strategic projects occasionally. * Manages a finite budget within the organisation, or on behalf of a client. * Required to provide operational input to colleagues and / or clients. |
| Specialist Knowledge: | | * Able to perform a complex range of technical or professional activities within area of specialism. * The role provides a source of technical / professional knowledge and information for others. * Has a good working knowledge of the organisations procedures and management systems. * A specific professional qualification may be required for the role; or * May have considerable experience, but not necessarily a professional qualification at this level. * Has leadership experience in leading teams / others towards a set of strategic priorities. |
| Problem Solving & Decision Making: | | * Work requires creative problem solving and / or decision making on a range of operational problems on a regular basis. * Ingenuity and sound judgement is required to ensure effective use of resources. * Decisions may on occasion need to be made without all the required information to hand. * Influences on decision making are both internal and external in scope. |
| Planning and Organising: | | * Responsible for business outcomes and performance related to own role and area of responsibility. * Priorities own work, and the work of others via line management responsibilities. * Motivates and directs others towards their individual contributions and supports their development. |
| Communication and Influencing Others: | | * Develops collaborative relationships across multiple environments with various stakeholders, and partner organisations. * Communicates with team on a range of issues, listening to understand needs and support where required. * Effectively leads their team, encouraging collaboration within the team to achieve team objectives and/or KPI’s. * Will influence others, outside of the parameters of the standard work environment e.g. at specific events that will result in a direct impact on business outcomes. * Will regularly negotiate for services/resourceswith others in the organisation and / or contractors. |

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| **Person Specification** | | |
| **Specification** | **Essential (E) or Desirable (D)** | **Method of Assessment** |
| **Education & Training** | | |
| * Degree level education or above * Professional qualification e.g. programme management, corporate finance. | E  D | Application  Application |
| **Skills & Abilities** | | |
| * An ability to prepare and negotiate successful bids for funding and deliver programmes and projects which fulfil strategic aims and outcomes. To convert policy goals into operational methods. * Strong interpersonal skills. Able to quickly build relationships, win and maintain the confidence of colleagues, key local and national government officials, as well as elected members. * Excellent communication skills: the ability to engage and influence stakeholders both within government and externally and the ability to deliver clear messages; * An ability to problem solve, manage conflicting views and opinions, reach consensus and secure support for projects. * A proficient negotiator, able to identify issues and concerns, discern their relative importance and assess risks. * A critical thinker with a strong attention to detail. * An ability to work to tight deadlines, prioritise and re-prioritise according to demands. * Good IT skills, particularly in Microsoft Excel, Word and Powerpoint. Including financial modelling. | E  E  E  E  D  E  E  E | Application  Interview  Application  Interview  Application  Interview  Application  Interview  Interview  Interview  Interview  Application  Interview |
| **Achievements and Experience** | | |
| * Considerable knowledge and extensive experience in programme and project management with proven record.      * Experience in relation to construction, property transactions, regeneration and/or development. * Experience within a multi-disciplinary working environment; budgetary and project management control of large complex programmes. * Extensive public sector business case experience, including HMT 5 case model, social value and sustainability including a commercial understanding of funding, risk, payment, and performance issues; * Good understanding of Public Sector procurement regulations. Experience of running procurement exercises. | E  D  E  D  D | Application  Interview  Application Interview  Application  Interview  Application  Interview  Application  Interview |
| **Personal Attributes** | | |
| * Proactive * Resilient and Self-motivated * An ability to exercise sound judgement | D | Interview |
| **Other Requirements** | | |
| * Hold a valid drivers’ licence and access to a vehicle for business use. | E | Interview |