### Job Description

**Job title: Programme Manager**

**Grade: 9**

**Directorate: Housing and Land**

**Unit: Programme, Policy & Services (Programme Team)**

### Job purpose

Manage, support, monitor and report on delivery of Housing and Land programmes in line with the Mayor’s and the Authority’s overall policies and targets. Manage all aspects of reporting on the programmes’ expenditure performance against budgets and delivery outputs through on going programme management and review.

### Principal accountabilities

1. Lead on all aspects of monitoring, reporting and programme management of the directorate’s housing and land programmes.
2. Contribute to the delivery of the directorate business plan through its monitoring, review and development.
3. Manage and monitor expenditure against programme, area team, partner and project budgets ensuring that the directorate expenditure forecasts remain in line with centrally agreed budgets for the current year and programme period.
4. Assist in modelling and creating investment programmes in line with the Mayor’s Housing Strategy and future policy direction.
5. Lead on developing processes to manage monitoring and delivery of recycled grant programmes ensuring that accurate and timely information is made available internally and to external partners.
6. Manage the preparation of all financial documents to support the area, including annual budget returns, year end accounts, invoicing and day to day financial payments in line with corporate procedures ensuring accuracy and timely responses to corporate teams.
7. Co-ordinate information and analysis to enable effective contract management on existing and new programmes with investment partners.
8. Manage the monitoring and reporting of spend, receipts, outputs, outcomes and impact achievements of the directorate’s programmes to SMT and other corporate teams.
9. Lead on the development of policy, programmes, bespoke reports and tools to support delivery and advanced use of data analysis tools (such as Business Objects, MS Access, GIS, Excel etc) to an advanced level to produce reports and systems that will assist staff to meet targets.
10. Lead on projects and working groups, representing the directorate both internally and externally.
11. Produce management reports for internal and external boards, working groups or stakeholders that reflect the financial, programme or operational progress and highlight actions to mitigate the impact of risks and issues on delivery performance.
12. Ensure compliance with GLA performance approval processes and support area teams in obtaining all necessary investment approvals.
13. Produce accurate, consistent and timely reponses to programme queries received within the directorate such as Freedom of Information Act requests, Mayoral Questions, Write-ons and general enquiries ensuing that responses are in line with Mayoral and directorate policies.
14. Ensure records of land and property assets are maintained and annual valuation operations are carried out inline with guidance and to time.
15. Responsible for the processing and preparation of programme related financial documents to support the directorate, including annual budget returns and year end accounts in line with corporate procedures.
16. Realise the benefits of London’s diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London’s communities
17. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams

### Key Contacts

**Accountable to:** Senior Manager Programme Management

**Accountable for:** Resources allocated to the role.

### Person specification

**Technical requirements/experience/qualifications**

1. Proficient in the use of IT systems including advanced experience of using Excel and Business Object or other equivalent data analysis tools.
2. Appropriate higher education qualification (e.g. BTEC, HNC, Degrees etc) or equivalent work based experience.
3. Experience of working with large investment programmes or similar.

### Behavioural competencies

**Strategic Thinking**

…is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 2 indicators of effective performance

* Works with a view to the future, prioritising own and others’ work in line with GLA objectives
* Briefs and prepares team to accomplish goals and objectives
* Communicates the GLA’s strategic priorities in a compelling and convincing manner, encouraging buy-in
* Balances own team’s needs with wider organisational needs
* Identifies synergies between team priorities and other relevant agendas

**Problem Solving**

… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 3 indicators of effective performance

* Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
* Actively challenges the status quo to find new ways of doing things, looking for good practice
* Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
* Initiates consultation on opportunities to improve work processes
* Supports the organisation to implement innovative suggestions

**Research and Analysis**

… is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 2 indicators of effective performance

* Proactively seeks new information sources to progress research agendas and address gaps in knowledge
* Grasps limitations of or assumptions behind data sources, disregarding those that lack quality
* Analyses and integrates qualitative and quantitative data to find new insights
* Translates research outcomes into concise, meaningful reports
* Identifies relevant and practical research questions for the future

**Planning and Organising**

… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3 indicators of effective performance

* Monitors allocation of resources, anticipating changing requirements that may impact work delivery
* Ensures evaluation processes are in place to measure project benefits
* Gains buy-in and commitment to project delivery from diverse stakeholders
* Implements quality measures to ensure directorate output is of a high standard
* Translates political vision into action plans and deliverables

**Communicating and Influencing**

… is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 2 indicators of effective performance

* Communicates openly and inclusively with internal and eternal stakeholders
* Clearly articulates the key points of an argument, both in verbal and written communication
* Persuades others, using evidence based knowledge, modifying approach to deliver message effectively
* Challenges the views of others in an open and constructive way
* Presents a credible and positive image both internally and eternally

**Managing and Developing Performance**

… is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA’s objectives and statutory obligations.

Level 2 indicators of effective performance

* Seeks opportunities to develop professional skills and knowledge and encourages team to do so.
* Ensures own and others’ workloads are realistic and achievable
* Provides staff with clear direction and objectives, ensuring they understand expectations
* Recognises achievements and provides constructive feedback and guidance
* Gives staff autonomy and confidence to perform well and to their potential

### Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.