Programme and Planning Lead

Work Area	Centre for Excellence for Children's Care and Protection (CELCIS) (http://www.celcis.org/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	**Reference No**	237623
Reports To	Head of Central Services	**Grade:**	8
Salary Range:	£40,792 - £50,132	**Contract Type:**	Fixed Term (31 March 2020)
FTE	1 (35 hours/week)	**Closing Date**	20/08/2019

Job Advert

This is a new and exciting opportunity to join and lead CELCIS Programme Office (PO). The PO is at the heart of helping CELCIS deliver on its strategic ambitions and operational plans. The successful candidate will have the chance to shape and develop how the PO can identify and support strategic opportunities and decision making, as well as supporting the effective and efficient delivery of complex change initiatives that improve the lives of children and families in Scotland and across the globe.

We are looking for someone to share and live our values of being bold, people-oriented, collaborative, innovative and ambitious as these speak perfectly to what is needed to strengthen the benefits of what the PO is delivering. You will thrive working in a highly collaborative way as you implement planned and iterative improvements in how CELCIS governs, assures and manages its work.

You will have experience in a related role – running change programmes or a project or programme office, or in quality improvement, evaluation, or service management. You will be highly organised and motivated, an effective communicator with a strong ability to engage, listen, and interact with people in a way that is supportive, constructive and challenging where necessary.

As CELCIS delivers all its work through and in partnership with multiple agencies, an ability to adapt, flex and change plans and expectations is a must.

This role reports to the Head of Central Services and is responsible for leading and managing a small PMO team (three posts) with wider roles and support from others across Central Services – administration, business development, finance and comms and events. Candidates will be expected to have experience and understanding of leading a team, resourcing and capacity management.

As with all posts in the team, this post is initially funded to March 2020, with indicative funding for a further 2 years.

About CELCIS

CELCIS is a leading improvement and innovation centre in Scotland. We improve children's lives by supporting people and organisations to drive long-lasting change in the services they need, and the practices used by people responsible for their care.

We want to see a world where children and young people at risk of harm or in need of care and protection have safe, healthy, happy, and loving childhoods, and are supported to be all they hope to be.

the place of useful learning
The University of Strathclyde is a charitable body, registered in Scotland, number SC015263

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We work alongside the people and organisations involved in providing care, protection and support through public, private, and voluntary services including child protection committees, social work, education, health, justice, and housing, across Scotland and around the globe. Together we take bold steps to improve the lives of the most vulnerable babies, children, their families, and young people.

Our real strength is in our people. Team CELCIS is a friendly and skilled group of people who share a commitment to making a real and lasting difference in young lives.

https://www.celcis.org

Job Description

Brief Outline of Job:

This post will lead and manage the Programme Management Office, supporting CELCIS SMT to oversee and manage its portfolio of work and to help make key decisions, and providing professional and practical assistance across and within projects/programmes in CELCIS.

Main Activities/Responsibilities:

1.	Lead on the development and implementation of a governance and reporting framework, supporting SMT oversight of CELCIS portfolio of work, including quality improvement, and management of risks, issues, resources and changes in projects/programmes. This includes the provision of information and intelligence, and recommendations to teams & SMT to base decisions on.
2.	Lead on creation and use of a simple, proportionate reporting templates and tools to support governance and provides a birds-eye view of the portfolio of CELCIS work for the Strategic Management Team.
3.	Support the identification of strategic opportunities and connections across CELCIS work, this would include horizon scanning activities and external intelligence gathering and analysis to understanding the landscape (including key stakeholders).
4.	Lead the development and implementation of a PMO framework and approach to pre-project definition and decision-making, project planning, monitoring and reporting, and facilitating lessons learned, based on a proportionate application of project/programme management principles and practice. The PMO Framework and processes should support colleagues to effectively and efficiently deliver of projects.
5.	Support CELCIS strategic stakeholder engagement activities, helping to make connections and generate feedback loops.
6.	Support SMT in developing and overseeing the business planning process and reporting, including supporting improved resource management.
7.	Manage the PMO, providing strategic leadership, managing workloads and priorities, and allocating team resources, including supporting, supervising, developing and coaching of team members.
8.	Work collaboratively with internal and external colleagues to support and drive pre-project scoping and project change management to inform key decision making at project/programme and strategic levels.
9.	Work with peers in business development, research/evaluation and other related roles to support SMT decision making on new and existing project/programmes, taking account of interdependencies and resource management.
10.	Create and apply usable tools & templates that support project/programme leads, and delivery team members (as appropriate).
11.	Provide professional support, training and coaching to support programme/project leads and delivery teams, improving experience and consistency of project management practice.
12	Chair and support project/programme governance meetings and/or reviews, as required.
13.	In all activities, build and nurture productive working relationships with colleagues and stakeholders, providing guidance, support, critical/analytical inputs to support the effective and efficient delivery of CELCIS work.
14.	Promote and support the Centre's mission, vision, values and principles of governance and by personal example and quality of contribution, promote a culture of continuous improvement.

Person Specification

Educational and/or Professional Qualifications
(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A relevant degree or equivalent professional qualification, plus significant experience in a similar role

D1 Relevant postgraduate qualification

E2 A formal project/programme management qualification (e.g. Prince II; Managing Successful Programmes), or equivalent experience in a similar role using principles and practice

Experience

E3 Experience in managing a similar function – project, programme, or portfolio office, research/evaluation

E4 Proven track record for planning, executing, controlling and closing projects and the ability to manage multiple projects simultaneously

E5 Experience in line management and/or team leadership

E6 Experience and expertise in developing and applying business support processes

D2 Experience in training and coaching PMO staff and project/programme management roles

Job Related Skills and Achievements

E7 Strong skills in creating and maintaining project and programme plans, including risks, actions, issues, dependencies

E8 Demonstrable track record in information management, analysis, and reporting

E9 Highly efficient in resource management and allocating tasks

E10 Excellent communication and interpersonal skills, with an ability to listen, engage, and translate complex information and/or jargon-heavy language to a range of audiences

E11 Critical and analytical skills to inform decision-making, project planning and assurance

Personal Attributes

E12 Welcomes and encourages feedback to learn and improve as well as ability to provide constructive feedback for individual and organisational improvement

E13 Diplomatic ability to influence and persuade a range of stakeholders at all levels

E14 Flexible approach to work and the ability to be adaptable

E15 Ability to work under pressure to deadlines, multi-task and prioritise work to meet tight time schedules

E16 Strong and demonstrated ability to build and nurture lasting relationships with colleagues and stakeholders

E17 Highly proficient IT skills in Word, Excel, PowerPoint, and MS project and/or other related software

D3 Understanding of children's sector, health and social care sector

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Kathleen Doyle, Head of Central Services, 0141 444 8557, kathleen.doyle@strath.ac.uk.

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found here.

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: Conditions of Employment.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on 06/09/2019.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.