



LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION DEPARTMENT
JOB DESCRIPTION

POST TITLE: Future Merton & Programme Manager (Deputy Future Merton Manager)

Grade: MGB

DIVISION/SECTION: Sustainable Communities/Future Merton

Location: Civic Centre

Responsible to: Future Merton Manager

Responsible for: Management responsibility for 9 + roles.

Post number:

Date: November 2014

MAIN PURPOSE

1.

To fulfil the role of deputy Future Merton Manager, including to deputise in the absence of the Manager and to undertake such duties and responsibilities as may be considered necessary/appropriate to support the effective and efficient operation and delivery of all the services for which the Section is responsible.

To be the lead officer, on behalf of the Future Merton Section for the development and implementation of key policies, strategies and plans. (both statutory and non- statutory) in areas of activity for which the Department/Council has responsibility.

To be responsible for the provision of a comprehensive programming and financial management service including the development, integration, co-ordination and programming of Capital and Revenue

projects/programmes to achieve maximum value and long term benefits at minimise costs.

1. To ensure projects and programmes are embedded in and consistent with the Department's business plan objectives and priorities, including assisting with the development of sound business cases for capital funding, identifying cost benefit analysis, options appraisals and other means of measuring the optimal use of capital.
2. To identify the need for and develop and maintain systems and procedures for the provision of comprehensive finance, and programme data for the effective business management of the Future Merton section.
1. To work in conjunction with Future Merton budget managers and Environment & Regeneration finance teams towards the Council's vision and ambition by ensuring and enhancing, effective, efficient, economic and controlled resource management for Future Merton revenue and capital activities to maximise income and the use of external funding opportunities.
2. To work with the Future Merton Manager and other managers to ensure coherence of capital and revenue programmes, bring together related projects, managing interdependencies, maintaining a strategic view over sets of projects, and aligning and coordinating them within a programme in support of specific Council objectives and strategies.
3. To lead on cross service projects and carry out functions in relation to finance and programme monitoring, ensuring budgets are adhered to and liaising with Transport for London and other outside agencies as required.

KEY ACCOUNTABILITIES

To be responsible for the development of Departmental/Council policy in relation to the following;

Climate Change
Housing
Open Space
Economic Development
Spatial Planning
Transport
Waste
Flood Management

and to take a lead role in the consultation processes and subsequent implementation of policies and strategies adopted by the Council.

To ensure through effective management that all the strategies and plans which fall within the remit of the Team:

- are based on sound empirical data
- are fully reflective of each other and the wider objectives of the Council
- comply with any and all relevant statutory duties placed upon the Council

To develop effective working relationships at an appropriate level with key agencies and organisations at national, regional, sub-regional and local level as appropriate.

To have overall management responsibility for the co-ordination of programmes/projects and their interdependencies and to support & influence delivery teams to ensure projects and programmes are delivered to quality, time and budget and deliver the wider Council and business benefits;

To undertake detailed programme co-ordination and control including:

- Developing and maintaining detailed programme plans.
- Budgetary monitoring of the programmes and projects.
- Resolving cross-programme conflict issues at programme level.
- Maintain schedules for interfacing projects and understand interactions and dependencies relating thereto.
- Pro-actively identifying likely problems which may hinder delivery, suggesting solutions and ensure that the Risk Register is updated on a regular basis
- Liaising with other team/section managers particularly where projects have outputs affecting more than one strategic objective
- Ensuring projects maintain focus on required outcomes, benefits and timeframes in line with Council objectives.
- Monitoring project progress and performance.
- Providing updates on progress to senior management.
- Managing programme evaluation and dissemination activities.
- Ensuring the programme embeds any new working practices.

Agreeing project/programme requirements with the project sponsor/Future Merton manager to ensure that project and organisation objectives are met;

To analyse the resource requirements (financial and staffing) of all programmes and projects, and ensure these are effectively managed, and appropriate budgetary and other controls and monitoring procedures are in place and with specific responsibility for budgetary review, analysis, and outturn forecasting.

To work with other Managers to shape and support the implementation of improvements following performance, efficiency and process reviews, including the provision of relevant training and guidance on change management. To recommend innovative ways of working to achieve service improvement and efficiency.

To identify potential external funding sources and to develop bids for capital and revenue resources as appropriate.

To ensure that effective consultation arrangements (which are fully compliant with any relevant statutory requirements as appropriate) are in place to provide a clear and transparent mechanism for local people who either live or work in the Borough to contribute to the strategy development process.

To negotiate, challenge and advise on programme and project scope, timescales, and roles and responsibilities including preparing and agreeing business cases and options appraisals.

To participate in the preparation of the Team's annual Business Plan and within it to assign robust and measurable performance targets for both sections and individuals.

To manage and motivate the staff within the Team, ensuring the achievement of Business/Service Plan objectives and priorities.

To effectively manage and report on the capital and revenue budgets assigned to the Policy and Programming team.

To contribute to the management of the Division and to deputise for the Future Merton Project Manager in their absence as required.

To lead or participate in Divisional, Departmental or Corporate initiatives as required.

To ensure that any/all statutory duties/requirements that fall within the remit of the Team are managed and discharged in a timely and effective manner.

To work with the Future Merton Manager in shaping the direction and ongoing development of the Section in order to help deliver organisational

priorities and change as required To ensure the quality and timeliness of reports to Cabinet, Cabinet Members, Scrutiny Panels, Design Panels, and other consultative forums, and lead on behalf of the Department at these meetings.

Prepare evidence and represent the Council as expert witness at Public Inquiries as required.

Manage tendering and contract procedures for the service area; advise on and agree the appointment of consultants carrying out studies and projects;

Carry out all duties and responsibilities in accordance with the Council's Equal Opportunities and Customer Care policies and practices and take a proactive role in their development and implementation.

Ensure that all staff reporting to the Post Holder are aware of their corporate and Departmental Health and Safety Policies and procedures and are trained in their implementation as necessary: monitor the implementation of Health and Safety Policies and to report any shortfalls identified through experience of their operation to the Future Merton Project Manager.

To carry out any other duties appropriate as required by the Future Merton Project Manager.

ADDITIONAL REQUIREMENTS APPLICABLE TO THIS ROLE

The post holder is expected to be committed to the council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties. In addition they should be available to carry out such other duties, as may be required, which are consistent with the grade and scope of the post.

OTHER REQUIREMENTS

Health & Safety

To ensure that Corporate and Departmental health and safety policies and procedures are implemented at all times and to raise any concerns regarding their operation or any other health and safety matters with the appropriate line manager.

Equal Opportunities

To be aware of the council's Equal Opportunities Policy: to understand it and to adhere to it.

Customer Care

To assist in ensuring that the council's aims and objectives relating to customer awareness are achieved.

New Technology

To make use of information technology where necessary in the areas of responsibility and to develop IT use in consultation with the appropriate technical officers.



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PERSON SPECIFICATION

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Skills and Abilities

1. Clear ability to develop coherent strategies and plans from a strong empirical base.
2. A demonstrable ability to innovate and to provide new perspectives and solutions in the broader regeneration field.
3. To build productive and effective partnerships with key stakeholders as well as leaders of other public, private, voluntary sector and community organisations
4. Highly effective project and programme management skills
5. Apply value for money principles to ensure the most cost effective outcomes are achieved within limited resources
6. To be able to communicate effectively and be wholly credible with elected Members and other public and private partners and stakeholders.

7. Strong interpersonal skills to maintain effective relationships with colleagues at all levels
8. Ability to assimilate complex information quickly and present data in an easily understood manner.
9. Excellent interpersonal skills, including the ability to assess and respond to situations, motivate and influence behaviour at all levels, and direct the work of others without direct line management responsibility.

Knowledge and Experience

10. Evidence of a clear understanding of sustainable communities and how they should be supported.
11. Experience of leading and managing a multi-disciplinary team with a number of related services, ensuring that the strategies and synergies between these services are focused on delivering clear outcomes.
12. Extensive experience of the strategic planning and the development process including legislative background and development planning practices.
13. Programme Management experience ideally from within a public sector or similar organisation f working on complex programmes/projects.
14. Extensive experience at a senior level of strategic planning, strategy and policy development, service delivery within a local or central government, with demonstrable and proven track record of achievement.
15. Significant experience of the development process including legislative background and development planning practices
16. Broad knowledge of Transportation, Economic, Climate Change, flood management, Waste planning and strategy development with a detailed understanding of at least one of them.
17. Experience of research and analytical techniques that allow the effective evaluation of the impact of strategies and plans.
18. Experience of participation in corporate decision making
19. A sound grasp of service/business planning.
20. Experience of managing, motivating and developing a diverse staff team and involving staff in the effective management of change
21. Solid experience of managing financial and human resources.

22. Well developed analytical skills and proven experience of performance management systems and of evaluating and achieving service quality
23. A demonstrated commitment to the principles of equality of opportunity and a comprehensive understanding of the ways in which those principles can be reflected in service delivery and the workforce
24. Experience at a senior level managing planning related activities

Qualifications

25. Educated to a degree level or equivalent in Planning or a related discipline
26. Post qualification experience at a senior level in a political environment
27. Membership of the Royal Town Planning Institute or relevant professional body, and evidence of continued professional development