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| **Profile Title:** | SCR Projects and Contracts Team Leader |  | | | | | |
| **Reports to:** | Assistant Director Operational Programmes |
| **Employee Supervision:** | 4 employees | **Grade:** | 11 | **Profile Ref:** | 103040 | | |
| **Purpose of the Post** | | | | | | | |
| This role will play a key role in the leadership of contract management of Sheffield City Region activities across city region partners and stakeholders.  To provide management for all activities relating to the operation and management of a large and complex portfolio of programme, project and schemes across the SCR LEP / CA portfolio of economic development programme and service areas. Specifically to ensure all SCR programmes, projects and schemes within remit, deliver the associated KPIs and realise the benefits and results for the Sheffield City Region outlined in the SEP, ensuring major programme milestones are achieved and that performance and risk is managed.  To lead a team of subject experts including the potential for direct team management and matrix management of wider partners. Deputising for the Assistant Director as required. | | | | | | | |
| **Responsibilities** | | | | | | | |
| * In conjunction with the Assistant Director of Operational Programmes contribute to the development of a forward plan of work (short and long term) to deliver all SCR programmes, projects or schemes, and then implement that plan. | | | | | | | |
| * Ensure coordination of the strategic planning across a range of policy functions, ensuring that synergy between directorate programmes and other functions plus those of key strategic partnership, where relevant, are managed. | | | | | | | |
| * Lead the delivery of schemes and programmes to affect and maintain changes to the economic development landscape in SCR by (a) delivering well-defined, time limited projects with clear measurable objectives (b) delivering ongoing products or services where there is a clear rationale for doing so to ensure the highest quality of outcomes and benefits for SCR businesses and individuals in all aspects of investment. | | | | | | | |
| * Proactively liaise, negotiate and collaborate with internal and external stakeholder, partnership agencies and other city regions as appropriate in the delivery of the programme. | | | | | | | |
| * To manage a team of employees, providing direction and co-ordination of workloads, support and guidance, leading recruitment, motivation, training, welfare and discipline issues as appropriate and proactively manage conflicting demands from clients, customers and services users. | | | | | | | |
| * To be responsible for the management of the SCR CA Contract Register, identifying opportunities for development, improved efficiency and delivering improvements through continuous improvement. | | | | | | | |
| * Lead liaison with the Monitoring Officer and designated deputy on all legal contracting issues and on improvements to the Contract and Procurement Regulations. | | | | | | | |
| * Lead the teams with responsibility for the management of all procedural and data specific elements of managed contracts in line with their individual contract conditions, performance targets and budgets. Undertake performance management and complex data analysis and interpretation, promoting quality practice and service delivery, ensuring continuous improvement. | | | | | | | |
| * To manage complex relationships and manage tensions or conflicts focusing particularly on the effective resolution of any breaches of contract conditions or performance standards. | | | | | | | |
| * To ensure all Business Continuity Plans relating to managed contracts are robust, fit for purpose and are refreshed regularly. | | | | | | | |
| * To lead on the management of cyclical and/or bespoke procurement activities required to be completed to ensure the service delivers value for money services in accordance with regulations. | | | | | | | |
| * To use commercial acumen to secure optimum arrangements for the SCR CA when in negotiation with contractors. | | | | | | | |
| * Develop and maintain knowledge of local and national regulations, policies and procedures which have implications for service delivery, to satisfy internal and external demands. | | | | | | | |
| **Education and Training** | | | | | | **Measure** | **Rank** |
| * Educated to degree level or equivalent | | | | | | A/C | E |
| * Evidence of recent continuous professional development | | | | | | A/C | E |
| * A higher degree or professional qualification | | | | | | A/C | D |
| * Project Management Qualification eg Prince or MSP | | | | | | A/I | D |
| **Relevant Experience** | | | | | | **Measure** | **Rank** |
| * Substantial experience of leading or managing programme design, development and delivery work. | | | | | | A/I | E |
| * Experience of working at a high level with senior business leaders and / or senior executives, elected members and other politicians to deliver programmes that meet needs and requirements. | | | | | | A/I | E |
| * Considerable experience of operational programme or service development, implementation and successful evaluation including experience of working within the statutory, regulatory and inspection / audit regimes of the public sector | | | | | | A/I | E |
| * Experience of managing complex budgets involving a range of funding streams and partners with the ability to understand financial information and processes | | | | | | A/I | E |
| * Experience of working professionally to maintain relationships with challenging individuals, partners, officials and elected members. Substantial successful experience of leadership of matrix teams of professionals and multi-disciplinary teams with demonstrable evidence of improved performance. | | | | | | A/I | E |
| * Significant experience of utilising data and performance information to both drive performance and to make continuous programme improvements and value for money and ensuring projects deliver the full range of outcomes. | | | | | | A/I | E |
| * Experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis. | | | | | | A/I | E |
| * A track record of delivering challenging / multi-dimensional projects, services or initiatives to a high level of quality, including experience of developing risk plans, value management and cost control, in full compliance with contract regulations | | | | | | A/I | E |
| **General and Special Knowledge** | | | | | | **Measure** | **Rank** |
| * Knowledge of local and national economic development strategies, policies and legislation. | | | | | | A/I | E |
| * Knowledge of the pressures facing LEPs and Combined Authorities. | | | | | | A/I | E |
| * Knowledge of best practice with regards to contract management and procurement and delivering commercial contracts. | | | | | | A/I | E |
| * Significant knowledge of how results, benefits and outcomes can be monitored, tracked and evaluated to the benefit of the SCR economy, businesses and residents and how intelligence and data can be used to inform continuous programme development, | | | | | | A/I | E |
| * Excellent knowledge of resource management issues relating to programme or service planning and delivery including knowledge of management theory and practice and the impact on the performance of teams and the raising of standards | | | | | | A/I | E |
| * Excellent knowledge of systems and procedures necessary for the effective management of managed contracts. | | | | | | A/I | E |
| **Skills and Abilities** | | | | | | **Measure** | **Rank** |
| * Excellent communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders. | | | | | | A/I | E |
| * Ability to work at senior levels within an organisation and partnerships, sometimes in areas of tension and conflict with evidence of sound judgement and an ability to anticipate and plan for future developments and options | | | | | | A/I | E |
| * Strong organisation and time management skills, able to organise and prioritise conflicting workloads for self and others, with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision. | | | | | | A/I | E |
| * Ability to work within a dynamic and changing environment, leading others through changing established ways of operating. | | | | | | A/I | E |
| * Strong ability to act as an inspirational role model across a wide range of staff, partners and stakeholders to motivate and to enable the delivery of high quality programmes in a complex and demanding partnership environment | | | | | | A/I | E |
| * Excellent and well developed management skills, to include an ability to think creatively and implement solution and outcome focussed problem solving with an ability to initiate and manage change through influence and collaboration | | | | | | A/I | E |
| * Ability to produce quality documentation including reports, ensuring they are suitable for particular audiences. | | | | | | A/I | E |
| * Ability to effectively manage a complex portfolio of projects and processes to deadlines. | | | | | | A/I | E |
| **Additional Requirements** | | | | | | **Measure** | **Rank** |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the SCR CA | | | | | | A/I | E |
| * Work in accordance with the SCR LEP and CA values and behaviours. | | | | | | A/I | E |
| * Able to undertake any travel in connection with the post. | | | | | | A/I | E |
| * Willing to undertake training and continuous professional development in connection with the post. | | | | | | A/I | E |