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|  | programme MAnagerSalary and Benefits – Competitive c. £60,000 plusPension: LGPS Defined Benefit scheme 20% |  | **Date:** april 2019 |
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| **Role** | **Job Specification** | **Person Specification** | **LGPS Central Limited Values and Behaviours** |
| *Overview*Based in the Midlands (Wolverhampton), an experienced Programme Manager will be a key hire for LGPS Central Limited.The Programme Manager will have responsibility for the design and delivery of a Programme Plan that supports the Company’s investment objectives and delivers for our partner funds. The Programme Manager will take responsibility for leading Programme and Project Management, ensuring regulatory, business and technical change is implemented across the business efficiently, with appropriate governance and in a risk-controlled manner.Close liaisons will be required with key stakeholders and senior management to ensure product development and new products/projects are scoped, developed and delivered in accordance with the requirements and to agreed timelines.The role will:* coordinate the programme of work and projects to meet the timelines
* support the internal Investment and Operations teams, overseeing key projects
* work with third parties and clients

***Reports to:*** Deputy CEO/Chief Operating and Financial Officer ***Financial:***Ensure project specific budgets are managed and any changes to costs are approved by Committee***Internal Relationships:*** Executive Committee, Investment Directors, Senior Portfolio Managers, Portfolio Managers, Investment Analysts, Investment Operations, Finance, Compliance, Risk, HR*External Relationships:*Partner Funds, third-party service providers, External fund managers | *Key Responsibilities;** Design and deliver a Programme Plan, working with the Deputy CEO/COFO and Programme Steering Group
* Maintenance of programme level plan, ensuring programme deliverables meet schedule
* Engage with all business areas and external stakeholders on development of new product launches including the scoping, resourcing and scheduling of projects
* Proactively identify and implement efficiency and process improvements
* Facilitate/manage Programme Steering Group seeking approval on decisions and escalating issues where necessary, including owning all meeting documentation
* Responsible for establishing and improving governance, control and risk management across the programme to ensure this meets operational and regulatory requirements
* Training, mentoring, development and performance management of programme team
* Prepare regular reports and updates for Committees, Boards and Client meetings.
* Lead the Programme Management Group reviewing all project updates, challenging status, addressing and capturing risks/escalations
* Assurance – ensuring all programme documentation is in place for internal and external Audit reviews and compliance requirements
* Keeping up to date with Compliance, Legal and Investment Product requirements
* Identify and manage risks and issues that could impact delivery, detect unstated assumptions and resolve conflicts
* Develop, refine and agree programme templates to ensure they satisfy governance and reporting requirements
* Manage, progress and oversee key project activities i.e. gap analysis, solution definition and selection, target operating model definition and delivery of functional and technical specifications
* Establish clear programme requirements, deliverables and principles with third parties to ensure alignment with LGPSC governance and structure
* Management of Business Readiness Acceptance Criteria process including presentation to XCo for Go/No-Go approval
 | *Experiences & Attributes** Experience in managing a programme office delivering multiple project streams each at different stages of delivery
* Track record of engaging company boards, senior management and external stakeholders on programme issues
* Organised and self-starter
* Project management experience, procurement and contract management experience an advantage
* Experienced in preparing high quality documentation using the relevant tools and packages e.g. Visio, Microsoft packages
* Excellent communication skills
* Excellent issues management with an ability to keep the business and project team focused on delivery, including effective delegation
* Experience of managing deliverables at each stage of the project life cycle from initiation to closedown
* Strong in building and maintaining client and operational relations. Ability and confidence to liaise with all levels of staff
* Problem solving, analytical analysis – understanding of complex issues and problems and able to identify practical / pragmatic solutions
* Effective time management -manages personal workload effectively, sets realistic and achievable targets and delivers to those targets
* Knowledge and experience of working in the financial services sector would be a distinct advantage
* Resilient, energetic and enthusiastic with great attention to detail

*Qualifications:** Degree level education
* Prince 2 and/or any other appropriate Project Management qualifications
 | Alignment with our values and demonstration of our behaviours*Values:** Integrity
* Client Focus
* Supportive Workplace
* Togetherness
* Cutting Edge

*Behaviours:** Open, fair and transparent
* Honest and trustworthy
* Empowered in making right decisions
* Accountability for results and delivery
* Aspire towards partner fund expectations
* Fair treatment of staff
* Challenge status quo appropriately and work collaboratively
* New thinking and continuous improvement
* Centre of excellence
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LGPS Central Limited provides an exciting, supportive and family-friendly working environment, and we are committed to helping our people achieve their full potential and a healthy work-life balance.

We are an inclusive employer and offer equal opportunities to all regardless of an individual’s age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.