



Driving prosperity in the M3 corridor

Capital Programmes Manager Job description

Purpose:

A high level and exciting role which will oversee and manage the programme office arrangements to support Enterprise M3's £250m Capital Programme (made up of Local Growth Fund and Growing Places Fund).

The postholder will support the successful delivery of Enterprise M3's overall capital programme, working with colleagues to resolve any issues and identify corrective action.

This post will also be the lead for monitoring and evaluation activity within the Enterprise M3 team, promoting a culture of continuous learning and improvement across the organisation.

Location:

Office based at Enterprise M3's offices in Winchester but travel will be required across the Enterprise M3 area and beyond.

Responsible to:

Assistant Director – Operations

Working hours and salary:

This post is available full time or part time with a starting salary of £40,449 (or pro rata for part time). We would also welcome secondments from partner organisations.

The post will be on a permanent basis.

Main responsibilities:

- Oversee and manage the programme office arrangements for Enterprise M3's capital programme. This includes maintaining and developing the programme management systems that record aims, objectives, resources, milestones, progress, risks, mitigating actions, outputs and outcomes – highlighting any issues that need attention and working across the team to take action.
- Provide accurate and timely management information as required by the Senior Management Team, Enterprise M3 Board, Government and other relevant stakeholder on the delivery of Enterprise M3's capital programme.
- Work with the Accountable Body to ensure the capital programme is delivered in an open and transparent way which meets and exceeds the requirements set out in the National Assurance Framework and the Enterprise M3 Assurance Framework.

- To lead Enterprise M3's monitoring and evaluation work, ensuring the successful implementation of the monitoring and evaluation policy and embedding a culture of continuous improvement across Enterprise M3's activity.
- Chair the Programme Management Office (PMO) meetings in the absence of the Assistant Director – Operations.
- Undertake ad hoc project activity as required by the Enterprise M3 team.
- To undertake any other duties deemed necessary from time to time, as directed by the Director, Chair or Enterprise M3 Board.

Qualifications & Experience required:

- A degree or professional qualification.
- Have relevant experience of managing projects, including records and risk registers – using systems based on relevant standards such as PRINCE 2, MSP etc
- Experience of project/programme management with a proven track-record of success.
- Track record of delivering change through applying suitable process design and improvements.
- Experience of managing and monitoring budgets with multiple stakeholders influencing their use.
- Previous experience in monitoring and evaluation activity would be advantageous

Skills & Core Competencies:

- Ability to communicate with a variety of stakeholders in a way that supports increased understanding of Enterprise M3 and its objectives.
- Ability to prioritise and organise work to meet deadlines under pressure.
- Ability to work with, and quickly build strong relationships with a range of partners at all levels across the public and private sectors.
- An engaging personal style, with an ability to work in an ambiguous and rapidly changing environment.
- Good skills with relevant software packages (Word, Excel, PowerPoint) to present data and information
- Strong attention to detail.
- A high standard of written and numeric work, with the ability to understand the detail of individual projects as they come forward in challenging timescales.

- The ability to work effectively with complex financial information
- Ability to work independently and as part of a team.
- Proactive and positive approach, strong problem solving ability and resilience, with a willingness to learn.
- Able to manage complex relationships
- Commitment to diversity and equality of opportunity

How to apply

Application should include:

- a cover letter describing how your experience matches the key areas of responsibility and the capabilities and experience within the job description
- a CV

The closing date and interview schedule is as follows:

Application Closing date	Interview date
17:00hrs on 4 March 2019	w/c 11 March 2019

An electronic version of the above documents should be sent to recruitment@enterprisem3.org.uk by the closing date.

Candidates might be contacted via telephone. Successful candidates will be invited to a job interview which is expected to take place in Winchester.

For any questions regarding this post please contact

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Enterprise M3's work, including this role, is funded through a number of partners including the Local Growth Fund, European Structural and Investment Funds and the Careers and Enterprise Company:

