



Homes
England

Programme Management Senior Manager

Department	Cambridge Growth Company
Reports To	Head of Programme Management
Grade	Senior Manager
Job Level	17
Location	Cambridgeshire
JD Reference	C1706N
Direct Reports	TBC

Job purpose

Homes England is looking for a new Programme Management senior manager within the Cambridge Growth Company (CGC), a subsidiary of Homes England. Government has set out ambitious plans to grow the greater Cambridge economy and associated housing, which is critically important to UK Plc. Ensuring this growth happens within an urban exemplar of placemaking will be essential to existing and future residents.

This role will work with the Head of Programme Management to provide oversight and coordination of activity of workstreams and work packages across the CGC and MHCLG. The postholder will produce reports and other materials to report on progress to CGC SLT and Board, identifying a timeline of deliverables, interdependencies, and critical path to deliver the remit of the CGC. The role will coordinate with the Ministry for Housing, Communities and Local Government (MHCLG) to ensure cross-CGC-MHCLG activity is appropriately planned and resourced.

The postholder will lead on financial and budgetary activity, providing oversight of CGC budgets. They will also play a key role in CGC engagement with MHCLG in delivering business planning, Spending Review submissions, policy submissions and fiscal reporting. The role will lead the production of CGC materials, management information and other collateral to ensure required information is provided on time and is suitably robust with a strong evidence base to substantiate budgetary forecasts.

The role will support CGC Senior Leadership and Management teams and the wider CGC functions through the provision of an agreed suite of delivery and programme management reports.

The role will work across the CGC and in partnership with the MHCLG (and other cross-Whitehall government bodies as necessary) to oversee and coordinate programme and budgetary/fiscal management activity.

Key Relationships

- The Cambridge Growth Company Senior Leadership Team and Cambridge Growth Company Boards / strategic fora, through coordination with the Head of Programme Management

- Colleagues across the Cambridge Growth Company, Homes England and MHCLG including Finance, Performance, Strategy, PMO and project and policy delivery teams
- Specialist functions from within the wider organisation.
- Other cross-Whitehall Government bodies as required, Including HMT

Key Accountabilities & Responsibilities

1. Budget management of in-year CDEL and RDEL budgets allocated and delegated to the CGC, including ensuring accurate reporting to inform recharging of budgets between CGC and MHCLG
2. Engage with CGC Senior Leadership team and MHCLG to establish and maintain a suite of reports and collateral which provides oversight of CGC functional activity, including delivery of agreed workstream milestones and deliverables
3. Manage the CGCs business planning activity, providing accurate and robust quantitative and qualitative information to support in-year and multi-year forecasting, working across the CGC to capture relevant project/supporting information.
4. Support the growth of the Programme Management team, growing the team as necessary as the Growth Company resources increase and move towards a longer-term delivery vehicle
5. Oversee the delivery of information and collateral to support Government fiscal events and year-end financial reporting activity in relation to CGC activity
6. Work with the Head of Programme Management to create a strong network and engagement across the CGC and MHCLG and agree ways of working in relation to programme management / PMO activity
7. Establish and improve systems for gathering commercial and housing sector intelligence and insight in Cambridge and maintain robust relationships and effective communication with wider Homes England teams (including leads for specialists systems such as GIS)

Key Skills, Knowledge & Experience

1. Understanding of the application of sound financial controls and Managing Public Monies in accordance with HMT, MHCLG and Homes England policies
2. Experience of PMO / programme management within Local or Central Government
3. Experience of designing, building and implementing performance reporting in relation to management of in-year / multi-year budgets (CDEL/RDEL) / performance targets
4. Extensive experience of managing in-year CDEL/RDEL budgets providing insightful MI to senior leadership and overseeing regular progress review meetings with key stakeholders

5. Experience of developing MI reports and analysis and other collateral to enable senior leadership to make informed decisions.
6. Experience of working at a senior level within a relevant sector, and experience of working with government organisations
7. Experience of translating policy into operational delivery and developing new procedures for programmes.
8. An ability to influence multiple stakeholders to gain consensus on the form of complex transactions.
9. Knowledge of and interest in the housing and regeneration sector.
10. Knowledge of the current political landscape in Cambridge desirable

Key Performance Measures

1. Establishment and/or maintenance of key relationships referenced above.
2. Accurate and timely provision of information to support scheduled performance / financial reporting processes, including monthly, quarterly and annual business planning reporting
3. Establishment of ways of working, processes and systems to ensure effective management of CGC project and programme data
4. Attendance and effective performance at key strategic meetings mentioned above.
5. Production of governance collateral including business plans, business cases and terms of reference.

Values and key behaviours

