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| **Section A: Job Details**  |
| **Reference Number:** |  |
| **Job Title:** | Projects and Programmes Manager - Commonwealth Partnership for Democracy  |
| **Payband:** | B2  |
| **Pay Range:** | £30,452 entry level - £36,532 maximum per annum |
| **Reports To:** | Head of Multilateral Projects, CPA UK  |
| **Number Of Posts:** | 1 | **Hours P/W** | Full time – 35 hours |
| **Contract Type / Duration:** | Fixed term contract– end of March 2020 |
| **ISSUE DATE: June 2018** |
| **UPDATED: June 2018** |
| **CLOSING DATE FOR APPLICATIONS**  |
| **23:59 on Wednesday 4th July 2018** |
| **INTERVIEW DATE** |
| **Week Commencing 16th July 2018** |
| **START DATE** |
| **ASAP** |

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| **Section B: Scope of The Role** |
| **Job Purpose** |
| CPA UK works on behalf of both Houses of Parliament to provide resources and support for parliamentarians throughout the Commonwealth. It works closely with UK and Commonwealth parliamentarians to promote cooperation and understanding, encourages good parliamentary practice and advances parliamentary democracy. In partnership with the Westminster Foundation for Democracy, CPA Secretariat and the Commonwealth Local Government Forum, CPA UK will be delivering a two-year, multi-stakeholder programme which will support inclusion and accountability in the Commonwealth. The ‘Partnership’ programme includes a number of different strands, with CPA UK leading on activities to build the capacity of Public Accounts Committees through implementing the ‘good practice’ Principles of the Commonwealth Association of Public Accounts Committees.The Commonwealth Partnership for Democracy Project Manager will be responsible for delivering all CPA UK’s commitments under the ‘PAC’ strand of the programme, developing and managing relationships with parliamentary, national and international stakeholders and partners. The post will sit within the Multilateral Projects Team and will be responsible for planning, organising and delivering four multilateral activities on behalf of CPA UK and its partners in the Commonwealth Partnership for Democracy. Three of the activities will be workshops for members of parliamentary Public Accounts Committees held in Africa, the Caribbean and Asia Pacific, and the fourth will be a London-based event attracting participants from across the Commonwealth. This is a very hands-on role, requiring a willingness to take on a broad range of tasks; balancing the ability to see the bigger picture whilst having a keen attention to detail. We are looking for a team player, who is equally comfortable working independently and is a self-starter. |

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| **Key Internal Relationships – Including**  |
| * The Public Accounts Committee, Clerks, Overseas Offices, All Party Parliamentary Groups, British Group of the Inter-Parliamentary Union, and organisations in both Houses of Parliament
* Members of both Houses and their staff
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| **Key External Relationships – Including**  |
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| * Westminster Foundation for Democracy
* CPA Secretariat
* CLGF
* Government Departments – FCO, DFID
* The National Audit Office
* Commonwealth Parliaments
* UK Diplomatic Posts in the Commonwealth
 | * Commonwealth Secretariat
* International organisations
* IPU
* NGOs and CSOs
* Suppliers & Contractors
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| **Management Responsibility**  |
| Project management. |
| **Additional Information Regarding The Post** |
| **Location** | The post is in the CPA UK offices on the Parliamentary Estate. Mobile and flexible working arrangements are also sometimes required. |
| **Hours** | The standard working week is 35 hours with one hour unpaid for lunch. Some evening, weekend and occasional public holiday working will be required in support of CPA UK programmes.**Annual leave** – 35 days per financial year of which 5 days are to be taken over Christmas and 2 days at Easter.  |
| **For Further Information** | Visit [www.uk-cpa.org](http://www.uk-cpa.org)  |

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| **Section C: Job Specification** |
| **Description Of Duties** |
| **Strategic Planning and Project Management*** Work under direction of the Head of Multilateral Projects to deliver CPA UK’s strand of the Commonwealth Partnership for Democracy (CP4D) programme focusing on capacity building for PACs.
* Prepare, manage and deliver the annual work-plan for the project
* Prepare monthly project progress and budget reports for the CP4D Programme-lead.
* Map risks and apply mitigation strategies throughout the project
* Use appropriate project management methods to ensure the timely delivery of the project
* Work with the M&E Officer to assess individual projects and overall project impacts
* Operate effective forecasting and financial planning

**Partnerships and Stakeholder Management*** Proactively engage with CP4D partners
* Contribute to the maintenance of positive and productive relationships with all CP4D stakeholders within and outside Parliament
* Work with Members from both Houses and relevant Commonwealth legislatures to ensure project activities meet their needs and expectations

**Project Development*** Build on agreed templates for each of the project activities to develop the best possible, context relevant, customer-focussed programmes within available resources
* Work with colleagues and partners to ensure a sustainable legacy from the CP4D programme

**Communications*** Act as the point of contact within CPA UK for the CP4D, and keep informed about other strands of the CP4D programme
* Be the conduit between CPA UK and other stakeholders delivering Commonwealth programmes under the ‘Fairness’ strand of HMG’s 18-20 Fund.
* Work with the communications officer to ensure that all project activities, outputs and associated details are kept up to date on the CPA UK website and other information outlets
* Provide regular updates to partners, CPA UK team members and other stakeholders as required
* Work with colleagues in the production of project outputs, to include, print materials, social media and media.

**Governance*** Report to the Head of Multilateral Projects and CPA UK’s Senior Management Team
* Provide progress reports to the CPA UK Executive Committee
* Provide updates for the CP4D Project Board, and attend meetings as necessary
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| **Section D: Levels Of Core Competencies Required** |
| **Outline Description** |
| **Core Competence** | **Headline of level required / expected** |
| **Core Competence 1 – Delivering Results for CPA UK**. Understands and works towards the vision, mission, objectives and priorities of CPA UK; is able to translate these into identifiable actions and positive results. | 4. Creates programmes to contribute to and achieve CPA UK’s overall strategy, vision and priorities; considers and mitigates risks.  |
| **Core Competence 2 – Leadership and Management (*Assessed regardless of an individual’s management responsibilities*)**. By personal example actively demonstrates leadership; motivating and empowering others to achieve CPA UK’s objectives; contributes to / plans her / his team’s work in ways which make the best use of an individual’s skills; assesses the work of teams and individuals in line with CPA UK HR policies; actively encourages and supports the development of colleagues to improve group, team and personal performance.  | 3.Leads by example; actively encourages and supports team members and colleagues to develop leadership and management skills. |
| **Core Competence 3 – Providing a Stakeholder Focus (*Stakeholders are those with whom CPA UK does business; within and without Parliament, within and without UK*)**. Focuses on the needs and satisfaction of stakeholders; delivers a high quality service that is tailored to meet their needs and expectations.  | 4. Works across CPA UK to improve delivery to stakeholders; measures and monitors service to stakeholder, CPA UK and other relevant standards.  |
| **Core Competence 4 – Continuous Improvement**. Continually seeks ways to increase her / his effectiveness and efficiency; proactively finds ways to improve work processes and products, methods and systems; recognises, adapts and responds to the need for change; uses her / his initiative. | 3. Looks outside own team to improve effectiveness and efficiency; takes responsibility and ownership for team actions; promotes and engages colleagues with change. |
| **Core Competence 5 – Working with People**. Builds strong collaborative working relationships to achieve common goals; involves and supports others; shares information and best practice.  | 3. Builds collaborative relationships with others outside own team to achieve common goals; works effectively at all levels. |
| **Core Competence 6 – Communicating Clearly**. Communicates ideas and information effectively, orally and in writing; uses language and a style of communication that is appropriate to the situation and audience; makes sure key messages are communicated and understood. | 3. Explains complex issues, making them easy to understand; makes sure important messages are being communicated and understood. |
| **Core Competence 7 – Influencing & Negotiating**. Makes a strong positive impression on others; gains clear agreement and commitment from others by effective persuasion, influencing and negotiation.  | 3. Uses a range of persuasive techniques and behaviours to influence others. |
| **Core Competence 8 – Planning and Organisation**. Plans ahead and works in a systematic and organised way, making sure resources are used efficiently and effectively to achieve goals and objectives. | 4. Develops structured programmes with a range of activities and monitors progress towards achieving CPA UK’s strategic objectives. |
| **Core Competence 9 – Analysing and decision-making**. Analyses verbal, written and numerical data and all other sources of information to identify problems and issues; makes effective decisions. | 3. Gathers information from a range of sources; probes for further information; identifies risks and considers alternative options to make good decisions. |
| **Core Competence 10 – Technical skills and knowledge**. Possesses the required level of knowledge and skills to do the job; shares expertise with others to increase their knowledge and ability. | **Advanced**.* Applies advanced functional knowledge to do the job at a high level of achievement
* Consistently shares expertise with others, teaching skills and explaining concepts
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| **Section E: Person Specification** |
| **Qualifications** |
| **Essential*** A university degree in a relevant subject (or equivalent professional qualification) with some experience working in project management and delivery OR significant professional experience working in project management and delivery
* Good working knowledge of Public Accounts Committees

**Desirable*** A PRINCE2 (or equivalent) project management qualification
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| **Skills and Experience** | **Application** | **Interview** |
| A strategic thinker, with experience of working on programmes and projects in the private, public, or NGO sector | x | x |
| A track record of involvement in concurrent project and / or programme management within a multiple stakeholder environment, with a focus on delivery | x | x |
| Ability to be flexible, respond positively to change, work effectively under pressure and deal with conflicting priorities | x | x |
| Good communications skills with experience of contributing to quality written materials for publication | x | x |
| A demonstrated ability to establish relationships and to communicate effectively with people from a wide variety of backgrounds | x | x |
| A proven team player who is equally comfortable working independently than as part of a team | x | x |
| A keen collaborator, willing to share success with others, as well as take responsibility for their actions | x | x |
| An ability to work diplomatically and impartially in multi-cultural and international parliamentary environments | x | x |
| A good understanding of the Commonwealth, the Westminster parliamentary and political system and current international affairs | x | x |