|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION A: JOB DETAILS** | | | |
| **REFERENCE NUMBER:** | **Jan 19 MPT** | | |
| **JOB TITLE:** | **Projects and Programme Manager, Multilateral Projects Team, Commonwealth Parliamentary Association UK Branch (CPA UK)** | | |
| **PAYBAND:** | **B2** | | |
| **PAY RANGE:** | **£30,985 (entry level) - £36,532 (maximum) per annum** | | |
| **ALLOWANCES:** | **N/A** | | |
| **REPORTS TO:** | **Deputy Head of Multilateral Projects Team** | | |
| **NUMBER OF POSTS:** | **1** | **HOURS P/W** | **Full time – 35 hours:** |
| **CONTRACT TYPE / DURATION:** | **One year fixed term with the possibility of extension and/or permanency** | | |
| **ISSUE DATE: January 2019** | | | |
| **UPDATED: January 2019** | | | |
| **CLOSING DATE FOR APPLICATIONS** | | | |
| **5pm on Wednesday 6 February 2019** | | | |
| **INTERVIEW DATE** | | | |
| **Interviews will be held on 4th or 5th (am) March 2019** | | | |
| **START DATE** | | | |
| **ASAP following security clearance** | | | |

|  |
| --- |
|  |
| **SECTION B: SCOPE OF THE ROLE** |
| **JOB PURPOSE** |
| CPA UK works on behalf of both Houses of Parliament and the wider CPA to provide resources, support and peer to peer learning for parliamentarians throughout the Commonwealth. CPA UK is headed by a Chief Executive who is Secretary of the CPA UK Branch and Regional Secretary to CPA British Islands and Mediterranean Region. CPA UK is organised into three teams to plan and deliver its work. CPA UK is funded by the Houses of Parliament and leverages additional external funding for strategically aligned projects.  For further information about CPA UK work please see [www.uk-cpa.org](http://www.uk-cpa.org)  The Projects and Programmes Manager sits within the Multilateral Projects Team and will be responsible for running major international parliamentary conferences, seminars and workshops in the UK and abroad. The successful applicant’s first major project will be CPA UK’s flagship Westminster Seminar on Effective Parliaments, to be delivered in November 2019. Information about the successful 2018 Westminster Seminar can be found [here](https://www.uk-cpa.org/programmes-activities/2018-westminster-seminar-on-effective-parliaments).  The Projects and Programme Manager will be part of a busy and dynamic office in the heart of the UK Parliament and the Whitehall. 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. The appointed candidate will have experience in project and/or programme management gained in the public/private/third sector, ideally with an international focus. |

|  |  |
| --- | --- |
| **KEY INTERNAL RELATIONSHIPS include:** | |
| * Members of both Houses of Parliament and their staff * Directorates, Committees, Clerks, Overseas Offices, All Party Parliamentary Groups, British Group of the Inter-Parliamentary Union, and organisations in both Houses of Parliament | |
| **KEY EXTERNAL RELATIONSHIPS include:** | |
| |  |  | | --- | --- | |  |  | | * Government Departments – e.g. No 10, Cabinet Office, Foreign and Commonwealth Office (FCO), Department for International Development (DFID) * Commonwealth Secretariat * Westminster Foundation for Democracy (WFD) * Diplomatic Posts in UK and elsewhere * Suppliers and contractors | * International organisations, including United Nations Development Programme (UNDP), UN Women and other UN agencies CPA HQ Secretariat & Inter-Parliamentary Union (IPU) * Non-governmental Organisations (NGOs), such as Voluntary Services Overseas (VSO), International Institute for Environment & Development (IIED) and others | |  |  | | |
| **MANAGEMENT RESPONSIBILITIY** | |
| The post holder is likely to have line management responsibility as well as responsibility for managing small project teams from across the organisation. | |
| **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.Overseas work will be required. Some evening, weekend and occasional public holiday working may also be required. **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) |
| **TO APPLY** | **To apply, refer to the guidance notes that have been developed for your use and send**  i) A completed form (attached) and  ii) CV to: CPA UK Recruitment  [cpaukrecruitment@parliament.uk](mailto:cpaukrecruitment@parliament.uk) |

|  |
| --- |
| **SECTION C: JOB SPECIFICATION** |
| **DESCRIPTION OF DUTIES** |
| **Strategic Planning and Project Management**   * Under the supervision of the Deputy and Head of MPT, plan, manage and deliver discrete CPA UK projects in the UK and abroad; * Use appropriate project management methods to ensure the timely delivery of the projects; * Prepare, manage and deliver the work-plan for the projects; * Deliver core project outputs including events, print materials, social media, media etc; * Operate effective forecasting and financial planning and take direct budget responsibility for some budget lines; * Prepare monthly progress and budget reports for the projects; * Identify and manage project risks and apply mitigation strategies; * Work with the Monitoring and Evaluation (M&E) Officer to assess project impacts; * Oversight and coordination of the work of contractors and providers as necessary.   **People management**   * Provide effective line management to one or more individuals (to be confirmed), in line with CPA UK’s Individual Performance Review (IPR) process; * Lead and manage a small project team, setting clear direction and providing appropriate support and challenge, to ensure the timely delivery of the project.   **Partnerships and Stakeholder Management**   * Manage existing relationships and help develop new partnerships with organisations whose objectives align with and can add value to core projects and the work of the wider team and organisation; * Contribute to the management of relationships within and outside CPA UK and assist in ensuring that partners are working with each other and others to deliver the relevant project activities; * Work with UK parliamentarians and relevant Commonwealth legislatures to ensure project activities meet their needs and expectations.   **Programme Development**   * Work with the Multilateral Projects team and key stakeholders within and outside Parliament to design an innovative and ambitious programme of work; * Work with the Multilateral Projects Team to ensure project activities achieve project objectives, milestones and indicators; * Work with the Multilateral Projects Team to ensure that there is an innovative and ambitious legacy from project activities;   **Communications**   * Be the first point of contact for project activities; * Work with the Communication Manager to ensure that team workplan, outputs and associated details are kept up to date on the Multilateral Projects Team section of the CPA UK website; * Provide regular updates to the Head of the Multilateral projects team and the rest of the team, as well as any other involved partners/ stakeholders as required; * Work with the Communication Manager to ensure that project activities are covered within the Head of the Multilateral projects team media strategy and as directed, support the creation and implementation of a marketing and media strategy, including an integrated social media strategy for the project activities.   Governance   * Contribute to the Multilateral projects team meetings; * Directly report to the Deputy Head of the Multilateral projects team; * Provide project activities’ progress at the teams’ meetings and when applicable to any internal/external meetings; * Maintain clear controls and reporting of budget and operate effective forecasting and financial planning. |

|  |  |
| --- | --- |
| **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 and the Multilateral Projects Team; is able to translate these into identifiable actions and positive results. | 3. Uses knowledge of Parliament and CPA UK to deliver a better service; understands CPA UK and the MSP priorities and can translate them into workable objectives for teams and individuals. |
| **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, the Multilateral Projects Team and project 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 outside Parliament, within and outside UK*)**. Focuses on the needs and satisfaction of stakeholders; delivers a high quality service that is tailored to meet their needs and expectations. | 3.Develops a good understanding and anticipates the needs of stakeholders; sets high standards for CPA UK’s MSP delivery. |
| **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. | 3. Plans and organises complex or multiple activities, maximising the use of resources available in a cost efficient way. |
| **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 |

|  |
| --- |
| **SECTION E: PERSON SPECIFICATION** |
| **QUALIFICATIONS** |
| **Desirable**   * A PRINCE2, PMD pro or equivalent project management qualification * Working knowledge of content management systems and desktop publishing software e.g. InDesign |

|  |  |  |
| --- | --- | --- |
| **SKILLS AND EXPERIENCE** | **Application** | **Interview** |
| A track record of involvement in concurrent project and / or programme management within a multiple stakeholder environment, with a focus on delivery | x | x |
| An ability to work diplomatically and impartially in multi-cultural and international parliamentary environments, with a range of internal and external stakeholders and to communicate effectively with people from a wide variety of backgrounds | x | x |
| Experience of people management and/or supervision of a small team | x | x |
| Ability to be flexible, respond positively to change, work effectively under pressure, deal with conflicting priorities, and to cooperate effectively with colleagues within and outside Parliament | x | x |
| Good communications skills with experience of contributing to quality written materials for publication and internal and external circulation and a demonstrated ability to establish relationships | x | x |
| A good understanding of the Commonwealth, the Westminster parliamentary and political system and current international governance issues | x | x |