# Role profile Portfolio Manager – Economic Programmes and Projects

* **Grade:** 11
* **Business area:** Economy
* **Job title**: Portfolio Manager - Economic Programmes and Projects
* **Reporting line:** Assistant Director/Interim Director - Economy
* **Team:** Economy

## Job Purpose

To lead a Programme Team and to manage set of complex and strategically important programmes of work that support the ambitions of the Economy Directorate and portfolio within the Greater Manchester Combined Authority (GMCA).

Following the 2023 Trailblazer Devolution Deal, the GMCA is at an exciting time in its development, developing new areas of responsibility and the capabilities needed to deliver on the Single Settlement.

The role holder will be responsible for translating economic policy and strategy into delivery in this new context and will be required to think creatively and strategically as we manage the changes in how we fund and run programmes, engage with Government, and continue to deliver good outcomes and value for money for residents and businesses.

They will drive a consistent and high-quality approach to programme management, ensuring programmes are designed and managed effectively, in line with policy priorities, evidence and best practice, using recognised programme and project management methodologies and techniques as required.

They will also ensure that all contractual and funding requirements are met in the management of funds, establishing and maintaining excellent working practices with commercial, legal and contract management functions, external funders as appropriate, and with delivery agencies.

The role holder will lead a team of programme managers and officers, deploying and coordinating resources to ensure requirements and objectives are met, and risks and inter-dependencies are identified and managed. The post holder will also support the Assistant Director of Economy to manage the resourcing of the Directorate and deliver the GMCA Business Plan.

Stakeholder and relationship management will be critical to the role, and the post holder will establish, develop and manage multiple, constructive relationships with national and local stakeholders including internal colleagues in GMCA and senior external colleagues in local authorities, the business support and advice sector, universities, government departments, provider organisations and business representative bodies.

The post holder will play a key role in the transition to the arrangements under the Single Settlement, agreed under the 2023 Trailblazer Devolution Deal, particularly relating to the Local Growth and Place pillar.

This post will be responsible for delivering an exciting and innovative range of programmes aligned with and supporting the delivery of the Greater Manchester Local Industrial Strategy and its supporting plans as well as under the Greater Manchester Strategy.

## Key working relationships

* Internal and external customer groups and strategic partners.
* Senior Managers and Directors within GMCA policy and strategy teams.
* Senior Managers and Directors in GMCA Corporate Functions.
* Senior Managers within key Delivery Agencies including Local Authorities, the Growth Company, Universities and other business support providers.
* Local and regional representatives of Business Representative Organisations and key partners e.g.GM Chamber of Commerce, Federation of Small Businesses, Chartered Business Institute, ICAEW, North West Business Leadership Team, Pro Manchester, MakeUK and other key sector bodies.
* Local Authority economy, business and regeneration leads.
* Senior Managers, Officials and Directors from across GM’s public sector, including Local Authorities, TfGM and health and social care.

## Key Responsibilities

* Play a leading role in translating strategy and policy into delivery by leading the Directorate’s programme management function, from programme ideation to realisation – including designing, developing, monitoring and evaluating programmes and ensuring effective oversight and accountability arrangements are in place.
* Providing strong leadership for the portfolio’s programmes of work, defining, motivating and allocating tasks to Manager and Officers, and external stakeholder teams, as well as securing effective support from GMCA Corporate Functions (including Commercial, Finance and Legal), to ensure that projects and programmes are effectively scoped and that objectives are clearly articulated, and that delivery against key milestones is being met and reported.
* Establishing, developing and managing multiple strategic relationships with stakeholders including internal colleagues in GMCA and senior external colleagues in local authorities, skills sector organisations, government departments, commissioned providers, employers and employer representative bodies, and ensure clear and effective channels of communication.
* Analysing, interpreting and synthesising complex information from a range of sources, using this information to make key decisions with regards programme delivery and change management, and to inform future policymaking and strategy.
* Taking responsibility for all reports to internal and external programme boards and other senior management governance arrangements. Presenting complex information to a variety of audiences in appropriate formats, with the ability to respond to queries in relation to the information.
* Influencing local and national policy and ways of working across geographies and services to support the development of an effective business support and advice system in Greater Manchester.
* Supporting the development of the devolution agenda, including by working with and influencing Government departments.

## General

* Lead a team of Programme Managers and Officers who are responsible for high priority and high value programmes of work, managing and motivating their continuous development and in accordance our values; ensuring that collaboration, empowerment and deliver run through all we do and that programmes are being delivered to maximise strategic and policy impact.
* Take a strategic approach to income generation for the Directorate and portfolio, identifying opportunities to bid for funding, devolve funding from Government and other national authorities, and to work in partnership with external stakeholders, such as Universities, to bring additional investment into key assets and capabilities in the city-region that support the objectives of the portfolio and GMCA strategies and plans.
* Identify and contribute to programme-related upskilling opportunities for other colleagues within and beyond the directorate, ensuring that high quality programme delivery is well integrated within the Directorate, and sharing best practice.
* Lead and deliver your own set of programmes and projects as required, and
* Effectively plan and manage financial resources in own area of responsibility based on financial and management information data, in order to deliver public value.
* Oversee the corporate responsibilities of the Directorate including Business Planning, risk management, business continuity planning, information governance and asset management, and directorate performance information.
* As a member of the Directorate Management Team, in addition to the specific responsibilities of the role, the postholder will be expected to support the continuing development of the Directorate, support and deputising for colleagues and acting on behalf of the Directorate in broader organisational development, including representation in GMCA’s internal development networks.
* Actively promote the values of GMCA, and through personal example, commitment and action develop an inclusive, supportive, and constructive working environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.
* Work flexibly across the directorate, deployed as required.
* To hold yourself and others to a high standard of professionalism at all times, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
* Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate.
* Ensure the services delivered internally and externally are inclusive and accessible, integrated with the service.
* To align work area to the Sustainability Strategy and ensure work practices are inclusive of this values & strategic intent.

**NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.**

## Knowledge, Skills, and Experience

### **Knowledge & Experience**

### Record of successful achievement in managing high value, strategically important and complex programmes in a public sector organisation.

### Good working knowledge of the business support and advice agenda

### Experience of successful collaborative working, with a number of public sector agencies

### Extensive working knowledge of corporate governance, financial, risk and environmental management, strategic planning and programme management principles and practice

### Extensive knowledge of the national, regional and local political operating climate of the GMCA within the context of the Governments’ devolution / modernisation agenda.

### Significant leadership and programme management experience, potentially supported by a recognised qualification or demonstrable equivalent experience.

### Extensive experience of thinking cross-functionally and cross organisationally, and the ability to conceptualise new, collaborative ways of achieving shared goals.

### A good understanding of the commissioning role and its role in market development and delivery of effective and efficient services, whilst maintaining the core values of the GMCA.

### A good understanding of all areas affecting corporate, social and environmental responsibility.

### **Skills, Values & Behaviours**

### Strongly developed leadership and interpersonal skills with the ability to inspire confidence at all levels of the organisation,

### Well-developed influencing and negotiation skills, with the ability to negotiate with internal and external stakeholders to achieve key objectives and milestones, build on and create new partnerships, whilst retaining a positive attitude and relationship.

### Highly developed communication skills and the ability to communicate with different audiences with a variety of methods, including verbal and written communication, presentation and facilitation, providing advice at all levels and conveying complex information in a clear and understandable manner appropriate to the recipient.

### Extensive expertise of delivering complex programmes, within a structured project methodology, to challenging timelines, balancing conflicting project priorities to ensure the successful delivery of agreed programme benefits. Ability to control numerous projects simultaneously to budget and deadline, whilst maintaining excellent quality control and working with a wide range of partners.

### Proven ability in building and managing strong and trusting relationships with project stakeholders, colleagues and delivery organisations at all levels of seniority.

### Ability to generate and implement new ideas, alternative options and develop realistic and practical solutions, focused on results.

### Motivated, with ability to prioritise workloads of self and team members to meet strict deadlines, standards and objectives and within budgets.

### Ability to collate, critically appraise and present complex information from a range of sources using excellent analytical skills.

### Excellent IT skills, with ability to use a wide range of IT systems.

### Acting as a role model for the Directorate and ability to act as an ambassador for Greater Manchester and the priorities set out within agreed strategies,

### Able to work flexibly and independently, covering other areas of the department as required.

**FOR POLITICALLY RESTRICTED POSTS:**

This post is a politically restricted post, as defined by the Local Government and Housing Act 1989 (as amended by Section 30 of the Local Democracy, Economic Development and Construction Act 2009) on one of the following grounds:

* the post is that of a Chief Officer or Deputy Chief Officer or
* the post has delegated powers to discharge the functions of the Authority; or
* the duties associated with the post include giving advice on a regular basis to the Authority, to Committees or Sub-Committees of the Authority (including member panels, Sub-Committees etc.) or to joint committees on which the Authority is represented or give advice to Executive Members, Committees or speak to the media.

The post holder has a right to appeal to the GMCA Chief Executive against the classification of their post as politically restricted.

## Corporate Duties

*Do not behave in way which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.*

*Safeguard at all times confidentiality of information relating to staff and pensioners.*

*Refrain from smoking in any areas of Service premises.*

*Behave in a manner that ensures the security of property and resources.*

*Abide by all relevant Service Policies and Procedures.*

***Records Management / Data Protection*** *- As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.*

***Confidentiality and Information Security*** *- As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.*

***Data Quality*** *- All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.*

***Health and Safety*** *- All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.*

***Service Policies*** *- All GMCA employees must observe and adhere to the provisions outlined in these policies.*

***Equal Opportunities*** *- GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.*