

PERSON SPECIFICATION

Post:	Director of Programme Management Office
Job Family/ Grade/Level:	Leadership
Summary of Role	<p>Glasgow City Region, City Deal is an agreement between 8 member authorities, Glasgow City Council being the lead authority, and both UK and Scottish Governments. This post sits within Glasgow City Council, Chief Executives Department reporting to the Director of Governance and Solicitor to the Council. You will make a major contribution to the delivery of the City Deal Programme outcomes, establish working practices and strategies across the City Region and as a member of Chief Executive Department assist in meeting service objectives by influencing, challenging and empowering others in pursuit of specific goals/service improvements. The role involves:</p> <ul style="list-style-type: none"> • Accountable to the Cabinet and Chief Executive Group for the delivery of the Glasgow City Region City Deal Programme/Economic Programme Business Case, Assurance Framework outputs, outcomes, objectives and the delivery of the investment programme on time, on budget and too specification. • Accountable to the Cabinet and Chief Executive Group for the day to day management and leadership of the Programme Management Office. • Leading the economic SITLUM modelling reviews and be accountable for the delivery of data analytical studies on programme outcomes and economic growth. • Leading the Programme, through the first Gateway in 2019 and preparing for the second Gateway in 2024 • Be the PMO main point of contact at Cabinet, Chief Executive Group, Portfolio's (Connectivity, Skills & Employment, and Enterprise), Lead Officer Group, UK & Scottish Governments, National Panel, Commission, economic Leadership Board and Audit. • Leading the Programme towards integrating the Portfolio's and individual Member Authority strategies in the creation of a Regional Regeneration and Economic Growth strategy for Glasgow City Region. • Engage with the creation of new partnership arrangements across the public and private sectors to ensure that City Deal can work across all areas of economic growth and report impact on the Assurance Framework. • Support the development, implementation and monitoring of the impact of City Deal and local strategies designed to address the economic and social challenges facing Glasgow City Region. • Engage in the development of a range of strategies and initiatives contributing to Glasgow City Region Economic Growth, including partnership working. • Contributing to the development of the City Deal area specific economic development programmes. • Contributing to the development of the City Deal Annual Review and Budget, and ensure targets and key objectives are met. • Deputising at Committee, Sub-Committee, Cabinet, Programme Liaison Group and other working groups, as required. • Being an effective communicator with employees, peers, local community, service users, elected members, MEP's, MSP's, MP's, senior managers, government officials and partner organisations. • Displaying inspirational leadership qualities.

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CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	Educated to degree level in a relevant discipline or commercial related discipline in Economic Development or Regeneration.	Membership of a relevant professional body.	Certification
Skills, Knowledge and Competencies	<p>Strategic approach and vision to deliver service improvements.</p> <p>Proven track record of planning and delivering economic growth, regeneration and development activity in a local and national level involving multi-million pound investment.</p> <p>Seeking out opportunities to improve delivery of service, taking a collaborative approach to partnership working.</p> <p>Excellent communication and influencing skills and the ability to manage relationships with a diverse range of stakeholders.</p> <p>Able to design and implement future development of services, generating options and understanding wider implications. Proactive in improving service delivery and the development of the PMO's business advice.</p> <p>Inspires and leads people and teams to contribute to change initiatives.</p> <p>Makes informed decisions based on information and experience.</p> <p>Encouraging teams to work effectively together and to find new ways of delivering and developing services and to take the lead in implementation of change.</p> <p>Programme and Project Management</p>	<p>Excellent networking contacts across the public and private sector</p> <p>Encourages others to be innovative in finding ways of addressing the economic and social challenges facing the Glasgow City Region.</p> <p>Experience in leading special initiatives in support of economic and social objectives.</p> <p>Wide knowledge of local and national government and agencies, the business community and other relevant external organisations.</p> <p>Experience of reporting to Boards.</p>	<p>Application Form</p> <p>Interview</p>
Other	<p>Demonstrates commitment to Continuous Professional Development.</p> <p>Excellent leadership skills particularly in an environment where managing change is constant.</p> <p>Excellent communication and people skills.</p>	Shows tenacity, integrity and has a positive attitude that enabling driving through change and delivering stretching objectives.	<p>Application Form</p> <p>Interview</p>

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Competencies			
Self Belief 3	Relishes the challenge with determination to succeed	Challenges the status quo with evidence to justify position.	Interview
Self Awareness 3	Knows strengths, limitations and impacts when providing leadership		Interview
Self Management 3	Ready for the long haul and ability to handle complex situations		Interview
Drive for Improvement in Public Services 3	Energetic in delivering service improvements. Long term outlook.		Interview
Personal Integrity 3	Possesses a set of key values, commitment and an excellent role model.		Interview
Seizing the future 3	Aware of the bigger picture and effectively interprets the direction of change.		Interview
Intellectual Flexibility 3	Delivers new ways of explaining complex situations. Sees beyond the obvious.		Interview
Broad Scanning 2	Networks and demonstrates systematic ways of keeping informed.		Interview
Contextual Astuteness 3	Knows who are the key influencers and understands Council culture in the wider environment.		Interview
Drive for results 4	Determined to achieve objectives. Seeks to make a difference.		Interview
Leading the change through people 4	Communicates the vision and brings it alive. Unblocks obstacles.		Interview
Holding to account 3	Sets clear targets. Establishes standards for performance and behaviours.		Interview

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<p>Empowering others 3</p>	<p>Provides space for others to be creative and take risks. Encourages personal development.</p>		<p>Interview</p>
<p>Effective and strategic influencing 3</p>	<p>Subtle influencer. Knows the value of partnership working.</p>		<p>Interview</p>
<p>Working effectively with others 2</p>	<p>Ensures strategies are cohesive and "joined up".</p>		<p>Interview</p>