

LONDON BOROUGH OF MERTON

ENVIRONMENT AND REGENERATION DEPARTMENT

JOB DESCRIPTION

POST TITLE: Future Merton Principal Programme & Resources Officer

Grade: ME14

DIVISION/SECTION: Sustainable Communities – Future Merton Section

Location: Civic Centre, Morden.

Responsible to: Deputy FutureMerton Manager / Director of Environment and Regeneration (for the E&R capital programme)

Responsible for: Programme & Finance Support Officer

Post number:

Date: January 2021

MAIN PURPOSE

1. To report to the Deputy Future Merton Manager and Head of Future Merton for the provision of a comprehensive programme and resource management within the Future Merton section across all disciplines including highways, flood risk management, road safety, planning policy, regeneration schemes, Section 106 and Community Infrastructure Levy, street lighting, urban design, climate change and structures in the public highway.
2. To report directly to the Director of Environment and Regeneration on all aspects of managing the Environment and Regeneration Department's capital finance programme, working closely with the council's Corporate Head of Business Planning, all Environment and Regeneration heads of service and assistant directors.
3. To proactively identify the need for and lead on all aspects of the procurement of council contracts including developing the contract specification, securing robust terms and conditions, leading the panel evaluation and reporting directly to the Cabinet and Councillors as required. This includes leading on the procurement of contracts at the OJEU level (+£4million), particularly relating to highways matters
4. To ensure that multi-disciplinary projects and programmes across the Environment and Regeneration Department are embedded in and consistent with the Department's business plan objectives and priorities. To lead and advise Heads of Service on the development of sound business cases for capital funding, identifying cost benefit analysis, options appraisal and other means of measuring the optimal use of capital.

5. To advise Environment & Regeneration Departmental Management Team and Heads of Service in delivering capital projects by proactively developing systems and processes that make this more efficient and by monitoring and reporting on the capital programme and identifying and mitigating risk through close and effective working with managers and others involved in the delivery of the capital programme.
6. To work independently and with Future Merton managers and other managers on programme management, comparing, analysing, identifying, implementing, monitoring and enhancing effective measures and summarising outcomes.
7. To be responsible for securing the contractual resources coming from the Mayor of London to the Environment and Regeneration Department, particularly resources relating to the delivery of the Mayor's Transport Strategy and London's air quality improvements
8. To deputise for the Deputy Future Merton Manager and Head of Future Merton in his/her absence in relevant areas of work (including people management) and to contribute to the management of the Future Merton section as a whole.

MAIN DUTIES AND RESPONSIBILITIES

1. Reporting directly to the Director of Environment and Regeneration on the capital programme, maintaining a strategic overview of the project portfolio, reassessing whether projects continue to meet business objectives and identifying and mitigating risk through action and advice to Environment and Regeneration Heads of Service and Assistant Directors.
2. To take a proactive and creative approach to optimize business benefits while ensuring funds are used efficiently, and financial and procurement regulations are interpreted correctly.
3. To play an active role in the management of all disciplines and activities across the Future Merton team, including highways, road safety, planning policy, regeneration schemes, Section 106 and Community Infrastructure Levy, street lighting, urban design and climate change, contributing to Service Plans, Service Reviews and the day to day running of the Section.
4. To take a leading role in providing and delivering technical advice to the Director, Assistant Director, Heads of Service and Corporate Business Planning to improve the Environment and Regeneration capital programme and its delivery
5. To work with Future Merton managers, Environment and Regeneration Finance officers, the Corporate Business Planning team and Audit officers to ensure the effective, efficient and controlled provision of a comprehensive range of financial (revenue and capital) and programme management services to the Future Merton section including taking the lead in or instructing colleagues on:

- Budget review, analysis, planning, bidding and setting, including resources and performance reviews.
 - Proactive budget management, including monitoring, profiling, forecasting, variance identification and analysis and proposing changes in expenditure priorities.
 - Costing and pricing for options analysis, value for money reviews, Merton's fees & charges and internal and external work opportunities.
 - Instructing project managers on the timely processing and approval for payment of invoices and raising of journals and debtors invoices.
 - Identification of and contribution to the implementation of Future Merton management and service improvements including the Target Operating Model.
 - Liaison with internal and external inspection and audit bodies on financial and performance issues.
 - Timely completion of internal and external financial, programming and performance reports and returns.
6. To be responsible for establishing, maintaining and developing systems and procedures for the planning and monitoring of the income and expenditure budgets and programme delivery targets.
 7. To develop new systems for managing and recording processes and establishing new reporting systems to implement new legislation or national/Transport for London funding policy.
 8. To co-ordinate the management of the capital programme across the whole of the Environment and Regeneration Department and with Corporate Services, making decisions on best use of funds to fully utilise budgets and ensuring sufficient budget is available for the completion of schemes.
 9. To ensure accurate and secure information systems are developed for the reporting of performance indicators relating to the delivery of programmes and projects and that, in accordance with the council's Data Quality Strategy, the systems are fit for purpose, a full audit trail is kept and the Council's reporting requirements are met.
 10. To develop and optimise the use of information systems, to enable efficient and effective service delivery, working with the Council's IT team and other managers where appropriate.
 11. To support corporate initiatives for the Service, including the compilation of the Service Plans, business continuity and health and safety procedures.
 12. To ensure that the work of the Section complies with the Council's Constitution, Financial Regulations, Corporate Procurement and other audit procedures.
 13. To keep up to date with changes, research and learn from good practice elsewhere and develop systems that could enable the Future Merton section to manage its financial and programming functions more effectively and efficiently and bring about cost savings in the management of the Section and the Division.
 14. To lead on or advise Heads of Service on preparing bids for internal and external funding and subsequent delivery plans including collation of financial information and other documents.

15. To identify the need and requirements for reviewing contracts, leading on all aspects of contract procurement and evaluation of tenders as required. This includes leading on the procurement of the council's highest value contracts
16. For high value contracts (+£4million), to implement the council's Constitution by reporting to Directors and Councillors with recommendations to support decision-making to secure the most economically advantageous contract.
17. To undertake site visits around the borough, particularly in relation to highway works and advertising sites.
18. To take part in the selection and recruitment of staff including shortlisting and interviewing, carrying out staff appraisals, career grade reviews, identifying staff training needs and monitoring the effectiveness of training provided.
19. To represent the Section at internal and external meetings with clients and other Council officers as required.
20. To carry out all the duties and responsibilities in accordance with the Council's Equal Opportunities and Customer Care practices and take a proactive role in their development and implementation.
21. To ensure that all staff reporting to the post holder are aware of their Corporate and Departmental health and safety policies and procedures and are trained in their implementation as necessary. To monitor the implementation of Health and Safety Policies and to report any shortfalls identified through experience of their operation to the Programme Manager
22. To carry out any other duties appropriate to the grading of the post as required by the Senior Management.

Health & Safety

To ensure that Corporate and Departmental Health and Safety policies and procedures are implemented at all times and to raise any concerns regarding their operation or any other health and safety matters with the appropriate line manager.

Equal Opportunities

To be aware of the Council's Equal Opportunities Policy, to understand it and to adhere to it.

Customer Care

To assist in ensuring that the Authority's aims regarding customer awareness are achieved.

New Technology

To make use of information technology where necessary in the areas of responsibility and to develop IT use in consultation with the appropriate technical officers.



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PERSON SPECIFICATION

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Knowledge

1. Thorough knowledge of Local Government financial, project management and procurement procedures and practices with a good understanding of the services provided by an Environment & Regeneration Department.
2. Sound understanding of the principles and techniques of financial and programme management particularly in relation to programmes for a range of physical capital funded projects.
3. Thorough knowledge of financial reporting and control.
4. Knowledge of project management, risk management, mitigation and compliance.
5. Working knowledge of best value and best practice and the political, legal, regulatory and financial context.
6. Knowledge and understanding of procurement legislation, processes procedures and timescales.

Skills

1. Excellent ICT skills particularly in terms of, Excel, Word and MS Project.
2. Excellent report writing and communication skills – able to write concise accurate reports.
3. Research and Development skills - able to plan prepare and deliver short term research and analysis to produce accurate reports in a timely manner.
4. Excellent interpersonal, communication and presentation skills, both oral and written.
5. Ability to negotiate successfully, influence and persuade.
6. Excellent problem solving skills.

7. Excellent organisational time management and planning skills.
8. Meticulous attention to detail and able to work under pressure.
9. To be able to undertake site visits around the borough in all weather

Experience/Training

1. Educated to degree level or equivalent in a relevant discipline or extensive relevant practical experience.
2. D e m o n s t r a b l e experience of working in a political environment.
3. Demonstrable experience of robust financial management of revenue and capital budgets
4. Demonstrable experience of procurement of services
5. Demonstrable experience of project and risk management of significant projects
6. Demonstrable experience of working across a variety of different teams, customers and projects.