



Head of Policy and Programmes, Local London

Title	Head of Policy and Programmes
Salary	Up to £64,086 per annum
Reports to	Director of Local London
Responsibilities	Includes line management and budget accountability
Location	Lynton House, Ilford, remotely and other authorities within Local London region
Team	Local London Programme Unit
Hours	36 hours per week

Introduction

The Local London partnership comprises the London Boroughs of Barking & Dagenham, Bexley, Enfield, Greenwich, Havering, Newham, Redbridge and Waltham Forest. Together the sub-region is a significant contributor to the strength and potential of London. The eight boroughs have a population of more than 2.26 million and together we will account for 31 per cent of London's population growth by 2041, adding over half a million more residents according to GLA projections. The opportunity for business growth, jobs and housing development across the region is unparalleled and already demonstrated with growing investment from both domestic and international businesses and developers.

The eight boroughs have a shared vision of a vibrant, dynamic and prosperous region and have come together to create a new enhanced role for our sub-region. A role that recognises the potential of our boroughs at the heart of London's economic growth and one works towards the devolution of powers in order to better respond to local needs. This role should allow us to transform the life chances and quality of life of our residents.

The partnership has formalised its governance arrangements by developing a joint committee across member boroughs and has set up a Local London Programme Office located in the London Borough of Redbridge. Successes include the development and commencement of delivery of a £39m Work and Health Programme devolved from the Department of Work and Pensions, the development of a Skills and Employment Strategy for Local London and awards to deliver digital infrastructure.

Purpose and responsibilities

The Head of Policy and Programmes will be responsible for shaping and securing the successful delivery of Local London's policies and programmes to achieve inclusive and sustainable growth and promote collaborative working across the Local London area. You will lead and manage collaborative work between the Local London boroughs and with other partners. The role will entail developing business cases to secure resources for new programmes and projects from the partner Boroughs and through bid proposals for new funding from a wide range of sources.



This is a key post which will:

- Develop proposals for new programmes and projects with measurable and achievable outcomes, which will support the achievement of the aims and objectives of Local London
- Identify sources of internal or external funding for new programmes and projects, build budgets and make applications/proposals for funding
- Develop and ensure the implementation of Programme and Project management systems for new partnership/multi-stakeholder projects and programmes including performance management arrangements, monitoring and reporting systems to the Joint Committee and boroughs
- Contribute to the annual business cycle for the Joint Committee including the drafting and submission of an Annual Business plan, regular progress and budget monitoring reporting, exception reporting and the Annual Report for publication.
- Take direct responsibility for the delivery and management of labour market policy and programmes, including the Local London Skills Strategy, and support the Local London Skills and Employment Board.
- Supervise the performance of the Work and Health Programme (WHP) Office in its management of the WHP contractor and the Programme Budget.
- Set up and manage task and finish groups of boroughs officers and representatives from other stakeholders to coordinate across priority issues relevant to Local London
- Contribute to the management of the Local London budget, including reporting to the Joint Committee
- To commission and manage analysis, research, consultancy or other support when required
- Develop and maintain performance monitoring and data collection systems and undertake or commission evaluations for the Partnership's programmes and projects
- Represent Local London at external meetings with senior politicians and chief executives/directors of external organisations including central government, the GLA and major employers
- Deputise for the Director of Local London when they are on leave, absent, or when the post is vacant.



Person Specification

The criteria listed in this Person Specification are important for the job.

Demonstrable ability to lead and manage successful multi-partner projects and programmes from initiation to completion to time and within budget

Experience of the successful management of project and programme teams

Proven programme and project management skills to plan and manage delivery of multi-partner working to realise benefits

Experience of successfully negotiating/bidding for financial resources to external organisations and effectively and efficiently managing the resources and accounting to funders for the use of their investment and the outcomes and impacts it has purchased

To facilitate co-operative working within the area of responsibility and across the organisation to develop and maintain good working relationships with internal and external customers and stakeholders.

The ability swiftly to gather, analyse and interpret information and data, including on new subjects, and use this effectively to inform policy and programme development and delivery

Ability to write clear and compelling reports, media statements, strategies

Strong communication skills with the ability to present complex issues clearly to a wide range of audiences, including at the highest political and national levels

The ability swiftly to gather, analyse and interpret information and data, including on new subjects, and use this effectively to inform policy and programme development and delivery