**JOB DESCRIPTION**

**Job title: Head of Programme Management**

**Grade: Grade 11**

**Directly responsible to:** Violence Reduction Partnership Director

**Directly responsible for: All staff within the Violence Reduction Partnership Programme Support team**

**Location:** Office of the West Midlands Police and Crime Commissioner, Lloyd House, Birmingham

**Job Purpose:**

To lead the Violence Reduction Partnership’s (VRP) programme management and policy delivery, supporting the implementation of the VRP’s strategy through oversight of commissioning and partnership governance processes.

To promote and enable multi-agency leadership across the violence reduction system, supporting leaders to progress policy issues and to connect broad programmes of activity across the partnership.

To lead teams of specialists who deliver the VRP’s priorities in delivering a public health model, strengthening data quality, data sharing and evaluation.

This is a politically restricted post.

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| **Main duties and responsibilities:** |
| 1. As a member of the VRP senior management team, to contribute directly to the leadership of the team and to the definition and delivery of the VRP’s vision, strategy and plans.
2. To lead delivery of strategic priorities identified in the national VRP guidance and develop and implement associated strategies and action plans for the West Midlands partnership.
3. Provide strategic advice to the VRP Director and Executive Board Members on development and management of the VRP’s programmes and policy activity, including identifying and supporting synergy with programmes led and funded outside of the partnership.
4. Leading the sustainability strategy and programme management of the services commissioned through the VRP.
5. Leading a team which supports various scrutiny bodies regarding data, performance and evaluation within the violence reduction system.
6. To be a lead advisor on data sharing, information governance, priority setting, resource allocation, evaluation, risk and strategic target setting.
7. To maximise funding sources and identify sustainable funding opportunities. To manage large budgets associated with the programmes appropriately.
8. To identify gaps in service provision and commission services accordingly.
9. To lead work with partner agencies to reduce the risk factors and promote protective factors associated with serious violence that affects young people.
10. To develop and implement force-wide priorities and work with local partners in order to deliver partnership priorities.
11. To influence, design and deliver projects that reflect our ambitions and stronger commitment to partnership-wide priorities and partnership-wide commissioning.
12. To identify and manage programmes and other opportunities to assist in the implementation of the VRP Strategy.
13. To develop relationships with key local and regional agencies and other strategic stakeholders in the planning and delivery of major programmes linked to reducing poverty, deprivation, inequality, and to open up opportunities for our young people.
14. To analyse the internal and external environment to identify issues which will impact upon the delivery of the VRP strategy.
15. To oversee a team of experts who deliver evaluation, academic research projects and multi-agency analysis in relation to violence reduction.
16. To keep abreast of developments, policies, legislation and best practice etc. to inform VRP policy and practice.
17. To develop, produce and present briefing papers, reports, spreadsheets and presentations in a range of different settings.
18. To build effective relationships with key partners at national, regional and local level.
19. To negotiate on behalf of the VRP Director to agree large financial grant agreements and manage relationships with funders.
20. Develop, lead and manage the VRP programme support team through strong management skills and good communication and liaison within the wider team and partnership.
21. To work without direct supervision and make decisions using own initiative and experience.
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| **Other responsibilities:** |
| * Support the VRP Director and executive-level Chairs of various boards and sub-groups in delivering the partnership governance structures.
* Support the VRP Director and their teams in raising awareness of and actively promoting the role of the VRP with political leaders and decision makers across the West Midlands.
* Build, maintain and manage effective and influential relationships with a wide range of colleagues in other organisations locally, regionally and nationally.
* Ensure compliance with the framework for knowledge management to support effective decision making.
* Represent the VRP Director and contribute to discussions at multiagency meetings/conferences/events.
* Support the delivery of ad hoc projects that contribute to achieving the priorities of the VRP.
* Support the development of programmes and projects and initiatives and ensure the delivery of required outputs and outcomes.
* Support the implementation of change programmes.
* Take responsibility for personal and professional development and maximise own resources in a way with reflects the values of the office.
* Work closely with the other colleagues to improve operational practices and effectiveness.
* Ensure compliance with all office policies, procedures and practices.
* Undertake such additional duties as are reasonably commensurate with the level of the post.
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**PERSONAL SPECIFICATION**

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| **FACTORS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Qualifications | * Degree or equivalent or experiential learning
* Have or be willing to undertake GDPR practitioner training
 | * Post Graduate/ Management qualification.
* Project management training/qualification (e.g. PRINCE or similar).

.  | Application form |
| Experience | At least 3 years’ experience of (or demonstrable ability):* Supporting multi-agency and partnership working
* Providing strategic advice to decision makers at an executive level in relation to policy, strategic planning and performance
* Leading the development, review and implementation of strategies/plans in the public sector, charitable sector or private sector
* Supporting the implementation of governance frameworks
* Supporting the implementation of performance management frameworks and business planning processes
* Overseeing a programme portfolio involving a number of projects
* Horizon scanning to keep abreast of emerging agendas and issues
* Managing complex projects and programmes
* Managing budgets
* Analysing and interpreting complex data sets, and using data to inform decision making
* Translating analysis, data and evaluation outcomes into recommendations for action
 | Experience of:* Improving data sharing and information governance arrangements
* Supporting, delivering, or working with academics to improve the evidence base through evaluation
* Working as part of a senior management team or equivalent.
* Working to support policy development in a political environment.
 | Application formInterview |
| Knowledge and skills | * Knowledge of current issues facing some of the organisations involved within the violence reduction system.
* Knowledge of governance and programme management frameworks, processes and procedures.
* Knowledge of business planning and commissioning approaches.
* Ability to construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally using a variety of techniques.
* Proven negotiating, influencing, networking and partnership building skills.
* Excellent communication and presentation skills.
* An understanding of research methodologies and their application
* Understanding of data quality and information governance issues.
* High levels of analytical and research skills.
* Ability to prioritise and manage others workloads and competing priorities and meet deadlines
* Ability to utilise a full range of standard office IT software/packages.
* Ability to motivate and inspire others to achieve.
 | * Knowledge of relevant legislation in particular the Serious Violence Duty
* Understand structures and functions of organisations within the violence reduction partnership
* Understand the Government’s serious violence strategy and the public health approach to violence reduction
* Knowledge and understanding of the Equality Act 2010.
 | Application formInterviewTest |
| Personal Qualities | * Inspirational leader.
* Proactive ‘self-starter’.
* Ability to seek out innovation and creative solutions.
* Ability to work on own initiative.
* Ability to work as part of a team to achieve objectives.
* Political sensitivity and astuteness.
* Promote diversity and racial equality.
* Commitment to continuous professional development.
 |  | Interview |