Job title: Senior Programme Manager	
Line manager:	**Head of Programme (Delivery)**
Grade *(if applicable)*:	**1**
Direct reports:	**1**

Role Purpose:

To provide strategic oversight and to lead on reporting mechanisms, budget forecasting and strategic planning across specific work streams. These work streams include all planned investment to our existing homes, ranging from fire remediation to planned investment and major works.

The role will work closely with members of the Asset Investment and Fire Remediation Directorate to develop, manage and refine reporting mechanisms across the business. They will work closely with key stakeholders, specifically our regional Managing Directors and wider Investment personnel to understand the strategic priorities of specific regions, incorporating these into investment plans.

Key results:

To manage and maintain our various investment programmes, specifically:

1. To work with the Head of Programme (Delivery) to develop innovative new ways of working, to track and monitor key programme deliverables. This role will collaboratively work to develop and implement new dashboard and reporting tools, ensuring that key stakeholders are engaged and consulted with accordingly.
2. To establish themselves as a trusted source of accurate reporting and programme data, by engaging and collaborating with key stakeholders across the business. Each Senior Manager will be responsible for reporting across two main regional area.
3. To strategically plan works across our housing portfolio, aligning budget and grant need to the priorities of our homes.
4. To oversee grant application submissions and management throughout the lifecycle of projects and programme lifecycles. The outcomes will be to provide on-going assurance that grant conditions and requirements are being met.
5. Ability to align various workstreams to our homes, identifying risk, providing mitigation and capturing strategic KPI's across our investment programme.
6. Programme oversight and assurance of fire remediation programme and wider investment programmes. This could include analysing data and developing processes to ensure regular 'live' accurate data is being reported.
7. Working with key internal teams. Such as local area Managing Directors, Asset Investment teams and service providers e.g. term alliance contractors and internal departments to support and report on workstreams linked to or managed under the various programmes.
8. To assist the Head of Programme in developing a process to enable residents (tenants and leaseholders) to be able to understand what future works are planned for their homes.
9. Utilise key asset investment information such as repairs data to inform and validate investment needs across our homes.
10. To provide and update on key information for board and committees in providing governance and oversight to our various investment and fire remediation programmes.
11. To be responsible for 3 and 6 monthly updates/progress reports to relevant officer groups, boards and committees. Delivering upon and reporting against specific programme key performance indicators (KPI's).
12. Highlighting risk and concerns with suitable mitigations to the senior management as appropriate. Updating central risk management systems as appropriate, linked to these works programmes.
13. To develop, agree terms of reference and board membership of programme and project board meetings. This role will also sit on regular programme board meetings (likely on a quarterly basis).
14. Work with the Head of Programme to strategically co-ordinate and present future investment budget strategies. The role will ensure that the bid is both relevant and correct e.g. that

condition survey information has informed the forward maintenance strategy and that it is also aligned with local priorities and Climate Action aspirations.

15. Provide strategic direction and alignment with other key workstreams e.g. Climate action projects, capital programme works and regenerative programmes of work. The role should ensure that correct data collation and interpretation is suitably integrated.
16. Adopt or as appropriate, deliver new ways of working e.g. frameworks or term partnering arrangements for external resource such as Contractors and Property Consultants.
17. Identify, establish and implement efficiencies across the investment directorate in relation to programme deliverables, working with other senior managers to implement these workstreams.
18. To provide mentorship, leadership and management support to the programme delivery team.
19. Management of GLA, Homes England and government funding programmes, including via relevant funding systems
20. Manage delivery and compliance of funding of other government programmes as they arise according to business need.
21. Provide expert advice and oversight of implementation of the capital funding guide requirements and any other applicable regulations related to government funding.
22. Manage a significant programme of grant claims per annum with responsibility for grant claim funding compliance.
23. Maximising take up of grant from funders in a timely manner through prompt bid and grant claim submissions
24. Co-ordinate with asset investment colleagues to ensure grant forecasting, budget setting, and posting accuracy
25. Managing the annual grant compliance audit process, ensuring full compliance with relevant funding conditions.
26. Ensuring responsive service to funder through regular forecast updates, statistical, reporting and ad hoc requests from funders
27. Monitoring and maintaining processes for the efficient operation of departmental Intra-Company Agreements ensuring procedural, legal and regulatory compliance.
28. To provide assurance to the departmental Senior Leadership Team that the grant related processes operate in line with funding requirements and escalating any emerging issues immediately.
29. Through the grant compliance process, guide project managers to ensure that they follow consistent practices which are in line with the Group's Operating Framework, providing additional assurance to senior management that the delivery of our grant work is compliant with contracts, funders' requirements, legislation and regulation.

About you:

You will have:

- Experience of compiling and presenting statistical and programme management information
- Good written and verbal communication, presentation and interpersonal skills
- You will ideally have some experience of working in a similar role for either a registered provider, consultancy providing management reporting and budget information
- An understanding of how to assess risk, promote risk awareness and mitigation
- Ability to present innovative ways of working and reporting
- A strong commitment to equality and diversity in the workplace
- Knowledge and experience of GLA/Homes England requirements, including funding and regulatory requirements would be desired