

**Commissioning Project Manager**

**Greater Manchester Combined Authority**

**Role Profile**

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| **Job Title:** | Commissioning Project Manager | **Date:** | January 2021 |
| **Reporting Line:** | Strategic Programme Manager | **Job Level:** | Grade 8 (£36,922 – £40,876) |
| **Service:** | Policy and Strategy | **Business Area:** | Skills and Work |

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| **JOB PURPOSE** |
| The Education, Work & Skills Team have an exciting opportunity for a Commissioning Manager to play a pivotal role in translating and applying the strategic priorities of the GMCA into delivery to project the economy and residents of Greater Manchester.  The purpose of the role will be to drive the commissioning of delivery on GM’s European Social Fund (ESF) Skills for Growth Programme which will deliver £42m worth of technical skills meeting the needs of GM’s priority sector employers.  Working as part of a team the role will be responsible for transforming the intelligence gathered by GMCA’s Intelligence team into programme’s and projects of work, commissioning key organisations across GM to deliver these, ensuring the projects are successfully commissioned, implemented and delivered.  GM’s ESF Skills for Growth Programme has been designed to be purposefully iterative in its development and commissioning, the aim of which is to put GM in a unique position to build a truly collaborative programme that shapes skills delivery and responds to skills needs that emerge throughout the 3 year programme. Working with GM employers both large and small the intelligence and business support aspect of the programme will identify skills gaps in GM’s economy and the purpose of this role is to translate this intelligence into delivery, using the circa £31m that has been allocated to close these gaps. The commissioning may take a staged approach, therefore experience of managing large budgets over time and ensuring value for money is essential to this role.  The ESF Skills for Growth programme creates some ambitious opportunities to make a difference to the Work & Skills landscape in GM, the programme also has key ESF contractual outputs therefore it is essential that the Commissioning Project Manager drives the delivery forward and is able to take an innovative and proactive approach to the role.  The Greater Manchester Strategy (GMS) sets out an ambitious vision to ‘make Greater Manchester one of the best places to in the world to grow up, get on and grow old.’ Alongside this, Greater Manchester’s Local Industrial Strategy is designed to ‘deliver an economy fit for the future with prosperous communities across the city-region and radically increased productivity and earning power’. Beneath these strategies sit the GMS Implementation Plan and GM Skills and Work Plan and the role holder will work flexibly, with initiative and at pace, on work that delivers on a number of the actions within these plans.  Working as part of a team and closely with the local authorities, government departments, businesses, voluntary and community sector enterprises and a broad range of local partners, you will be responsible for all aspects of the commissioning cycle.  This role includes using research and analytic skills to present the business case for change whilst designing programmes that are able to contribute towards an evidence base that can influence policy makers and commissioners, producing and overseeing the delivery of project plans, developing specifications and supporting the implementation and oversight of aspects of their delivery.  For this role it is vital that you are able to effectively project manage multiple schemes of work in parallel. You must be able to think strategically, anticipating and resolving problems before they arise and used to making decisions autonomously, on difficult issues, working to tight and often changing timescales. You will be able to prioritise your own work and direct the activities of others.  The successful individual should be able to demonstrate knowledge and skills in the following areas; Project management, stakeholder management, commissioning and policy/strategy implementation. |
| **CONTEXT** |
| This post is funded by ESF 2014-2020 Structural Funding as part of the Greater Manchester ESF Co-financing Organisation and will be responsible for supporting delivery of GM’s Skills for Growth Programme.  [The post will run until September 2023 in line with the programme duration] |
| **KEY WORKING RELATIONSHIPS** |
| * Internal and external customer groups and strategic partners * Senior Managers from across GM’s public sector * Senior Managers within GMCA * Employers and key partners e.g. Local Authorities, Education and Skills providers, Jobcentre Plus, key sector bodies * Commissioned service providers |
| **KEY RESPONSIBILITIES** |
| The Commissioning Project Manager will have responsibility for leading, developing and managing priority and high value programmes of work to support the delivery of the ESF Skills for Growth Programme.  Key responsibilities include:   * With a good understanding of the Greater Manchester Strategy, and GM’s Local Industrial Strategy you will take a whole system approach to translating GMCA’s strategic priorities and Skills Intelligence into a range of externally delivered provision. * Manage a large budget and ensure this is deployed in line with the programmes agreed outputs and timescales. * Understand and implement all aspects of the commissioning cycle, identify opportunities to collaborate across internal teams and partner organisations to enable co-commissioning to occur. * Support the development of the Skills for Growth Programme by analyses of key intelligence and research and having the ability to translate this into skills delivery. * Research, interpret and effectively communicate information on service models to help provide the evidence base for effective commissioning. * Interpret and analyze complex information and present to a multitude of audiences as appropriate and be able to respond to all queries in relation to the information. * Provide high quality project management to ensure plans are robust and sufficiently detailed to provide assurance that delivery will result in the service improvements /developments and financial benefits. * Lead on the development of effective service specifications that deliver high quality services for Greater Manchester residents and work with procurement through the tendering process. * Support procurement with the logistic requirements of a tendering exercise, such as market engagement, evaluation and contract awards. * Produce documentation to strict timeframes and to a high standard and report against milestones and delivery projects across key stakeholders. * Highlight exceptions and risks ensuring mitigation actions can be taken to keep projects on track * Providing progress reports for management. * Prepare relevant reports and papers for GMCA governance meetings * Ensure accurate and open communication with a range of organisations and individuals as well as supporting stakeholder management, both internally and externally. * Work within GMCA’s governance structure for decision making. * Work on own initiative and be responsible for contributing to the identification of own training and personal development needs and demonstrate a commitment to personal development. |
| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Experience**   * Experience of project and/or programme management. * Experience of commissioning and/ or developing products and services, including working with service providers. * Experience of analysing government policy / national developments, translating to the local economic development landscape and communicating implications to key partners * Experience of working effectively in cooperation and partnership with a wide range of key stakeholders and partners. * Experience of working with European funding. * Proven ability to influence and develop joint objectives with senior stakeholders and decision makers to collaboratively achieve GMCA’s work and skills objectives through partnership working.   **Knowledge and Skills**   * Ability to work at all levels in a complex environment **building and driving effective relationships** with multiple stakeholders from different organisations and cultures, taking lead responsibility for ensuring commitments are followed through and impact delivered. * **Strategic thinking and planning**: work collaboratively to develop strategy and turn ideas and objectives into practical well organised plans. * **Project Management**: ability to define, document and manage through to implementation multiple projects with significant business impact, and high-risk dependencies. * **Contract management**: including an understanding of the requirements of European funded activity * **Commissioning Skills:** demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in product and service delivery. * **Analytical Skills**: Ability to review and interpret research, evidence, policy and strategy and synthesise for a range of audiences in a range of formats. * **Communication and Influence:** ability to influence and persuade internal or external stakeholders securing and directing the necessary resources to deliver results. * Clear **communicator** with excellent written, report writing, IT and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences. * Knowledge of **procurement and contracting practice.** * **Knowledge and awareness of the current opportunities and issues** facing local government and the wider public sector. * Knowledge of **local labour market** and future skills requirements / growth opportunities. * Knowledge and understanding **of national and local skills and employment priorities.** * Personally **well organised** with the ability to identify and work to priorities. * **Working flexibly** as required to support the Strategic Programme Manager with the delivery of the emerging ESF Skills for Growth Programme. * Strong **management and leadership** skills * Occasional requirement to attend residential training courses * To be willing to work flexibly as occasional evening and weekend working may be required * Willingness and ability to travel across the county when required, within a reasonable time to meet the role demands (individuals providing their own vehicle for use will be eligible for casual car user rate |
| **VALUES AND BEHAVIOURS** |
| * A high degree of initiative and flexibility. * A desire to network internally and externally. * Committed to public service and delivering high quality programmes and projects that improve outcomes for the residents of Greater Manchester. * High standard of integrity and ethics, and the ability to maintain professional standards. * Understanding of and commitment to promotion of equality and diversity. * A desire to constantly learn, welcomes constructive challenge and reflects on own practice. * Capacity to cope with challenges, pressures and setbacks. * High level of attention to detail and a strong commitment to high quality work. * Works with care and consideration for others. * Politically astute. |

**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background