

**Programme Manager – HS2 & STEM**

**Greater Manchester Combined Authority**

**Role Profile**

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| **Job Title:** | Programme Manager – HS2 & STEM | **Date:** | July 2018 |
| **Reporting Line:** | Principal Skills Manager | **Job Level:** | Grade I £39,961 - £43,757 |
| **Service:** | Policy and Strategy | **Business Area:** | Work and Skills |

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| JOB PURPOSE |
| The purpose of the Programme Manager role is to coordinate a detailed programme of activity to develop a workforce with the higher level skills and scale to meet the requirements of High Speed 2 (HS2) & Northern Powerhouse Rail (NPR) developments across Greater Manchester (GM).  As outlined in the Greater Manchester Strategy HS2 and Northern Powerhouse Rail (NPR) will play an important role in accelerating economic growth in Greater Manchester (GM) and across the north; generating significant and varied employment opportunities and boosting many of the key sectors which are underpinning the competitiveness of the wider economy, including professional, financial and business services, creative and digital and technical and scientific sectors.  Building on the work carried out by GM Local Enterprise Partnership (GM LEP) and the other four North West LEP’s, we have developed a Greater Manchester HS2 Skills & Employment Strategy that translates the five priorities set out in the North West High Speed Rail Strategy and Action Plan into a GM context, with regard to both HS2 and NPR, focused on interventions around:   * Greater Manchester STEM Framework; * Promotion of careers in rail engineering, construction and other growth sectors linked to HS2 * Developing the highly skilled workforce required for HS2 and Northern Powerhouse Rail * Creating an Apprenticeship approach to provide sustainable career pathways into and alongside the opportunities presented by HS2 & Northern Powerhouse Rail; and * Championing local employment in HS2 related activities.   The role will be critical in managing partnerships and deploying and coordinating resources to ensure that project requirements and resource levels are fully identified. The role holder will ensure that programme of work is managed effectively by working with relevant project teams within the business, particularly Work and Skills policy, and other key stakeholders. |

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| **DIMENSIONS** |
| * Internal and external customer groups and strategic partners * Senior Managers from across GM’s public sector and stakeholders/partners * Senior Managers and staff within GMCA * Employers and key sector bodies e.g. CITB, HS2 * Schools, Colleges, Private Training Providers and Universities |

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| KEY RESPONSIBILITIES |
| The Programme Manager will have responsibility for ensuring that the GM HS2 Growth Strategy is aligned with other priorities within the GMS. The Programme Manager will also have responsibility of developing and implementing the skills element of the GM HS2 Growth Strategy over the next 2 years; ensuring it adds value and does not duplicate the work of GMCA & its partners.  The work includes:   * Development of a GM STEM Framework, appropriate governance arrangements and co-ordination of the priorities which relate to HS2 & Northern Powerhouse Rail. * Developing a programme of activity to promote careers in rail engineering, construction and other growth sectors (in line with the GM Careers & Participation Strategy) * Development of skills provision at all levels and in line with new T Levels and apprenticeship standards, reflecting the needs of the rail engineering and construction sectors; * Supporting strategic developments around HS2 & STEM with a wide range of partners. * Alignment of the Work and Skills priorities such as higher skills, digital, apprenticeships and post-16 reforms to the work of the Programme Manager for HS2 & STEM. * Keep up to date on the latest national developments particularly in relation to HS2, construction & engineering and the link with reforms to pre and post-16 education and apprenticeships. * Lead future commissioning of activity to support delivery of HS2 Skills & Employment Strategy. * Line manage where required; * Report to Principal Skills Manager for (Higher Skills and Employer Engagement); * Other duties as determined by the line manager |

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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Qualifications**   * Degree or equivalent level qualification or equivalent substantial experience.   **Experience**   * Strong experience of project and/or programme management. * Experience of analysing government policy / national developments, translating to the local skills landscape and communicating implications to partners & stakeholders. * Proven ability to influence and develop joint objectives with stakeholders and senior decision makers, and collaboratively achieve those objectives through partnership working.   **Knowledge and Skills**   * Ability to work at a senior level in a complex environment including; following through on commitments, building effective relationships, taking responsibility for ensuring targets and outcomes are met and promoting GM’s successes with passion and commitment. * Strategic thinking and planning: Works collaboratively to develop strategy and turn ideas and objectives into practical well organised plans with a focus on results. * Project Management: Ability to define, document and manage through to implementation multiple projects with significant business impact, and high-risk dependencies. * Communication and Influence: Ability to negotiate difficult agreements with wide impact and high risk; ability to influence or persuade internal or external stakeholders. * People Management: Has ability to secure and direct resources for a wide area with diverse staff with clear risks attached to decisions. * Financial Management: Excellent financial planning skills to develop short, medium and long term financial plans with an ability to budget proactively. * Commissioning Skills: Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery. * Knowledge of Further Education & training provision specifically in relation to STEM sectors * Experience of working with STEM sector stakeholders, particularly in Greater Manchester, but also across the wider North West region. * Knowledge of local labour market and future skills requirements / growth opportunities. |