## SECTION A: JOB DETAILS

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|---|---|---|---|
| **CAMPAIGN TYPE:** | Concurrent | | |
| **JOB TITLE:** | **NEP Programme Support Officer** | | |
| **PAYBAND:** | **B2** | | |
| **PAY RANGE:** *(Appointment will normally be made at the minimum of the pay range)* | **£30,452 - £36,532 per annum**<br>It may be possible for high contributors to be paid up to the maximum of the pay band | | |
| **ALLOWANCES:** | **N/A** | | |
| **DEPARTMENT:** | **Strategic Estates** | | |
| **SECTION:** | **Northern Estate Programme** | | |
| **REPORTS TO** (Job title)**:** | **Head of PMO - NEP** | | |
| **NUMBER OF POSTS:** | **1** | **HOURS (p/w):** | **Full-time** |
| **CONTRACT TYPE/DURATION:** | **Fixed Term for 18 months with the possibility of extension or permanency.** | | |

## SECTION B: SCOPE OF THE ROLE

### JOB PURPOSE

The Northern Estate Programme (NEP) has been established to manage the comprehensive refurbishment of a number of significant historic buildings on the Parliamentary Estate. The Northern Estate consists of listed buildings north of Bridge Street and the spaces between them which are currently occupied by over 1,000 people, including MPs, their staff and administration staff. Some buildings have not been refurbished for many years and are in varying states of repair. The Programme is concerned specifically with: Richmond House, Norman Shaw North (Grade I); 1 Derby Gate (Grade II*); Norman Shaw South and 1 Parliament Street (both Grade II) and the spaces between the above buildings.

A dynamic and growing team currently manages the NEP, led by a Programme Director and overseen by a Programme Board. The Programme is fast-moving and the post-holder is expected to make a quick impact following appointment. The post holder will work in the Programme Management Office (PMO) which is the hub of the programme supporting the Head of PMO and Programme Director. The post holder will also provide support to the wider Programme Team by leading core programme management activities, such as scheduling, reporting and risk processes. He/she will also take responsibility for leading/managing one or more standalone projects/workstreams.

The post holder will be responsible for providing support, guidance and assurance on programme and project management processes and procedures to a large programme with diverse partners. The post holder will be expected to specify and implement effective standards within the Programme that are in line with PMO best practices. The NE Programme work/activities includes the development, production and maintenance of time, resource, budget and exception plans as well as ensuring adherence to defined programme strategies and standards in the tracking and reporting of progress and performance of the programme.

### KEY INTERNAL RELATIONSHIPS

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This is a key role in the programme management office team and will interact with colleagues in many parts of Strategic Estates who are engaged in the different programme work-streams. It has particular relationships with the following;

- Northern Estate Programme Director
- NEP Programme Management Office
- Strategic Estates Business Support Office
- NEP Programme Team
- R&R Programme Team
- NEP Commercial Director
- Richmond House Senior Project Leader
- Northern Estate Project Leader
- Pass Office
- Strategic Estates Portfolio Office
- Enterprise Portfolio Office
- Procurement
- Finance
- CAS/PPCM Consultants
- Staff and stakeholders across both Houses

## KEY EXTERNAL RELATIONSHIPS

The role interacts with consultants working for the programmes and is likely to be involved in organising consultation with external stakeholders.

## MANAGEMENT RESPONSIBILITY

None.

## ADDITIONAL INFORMATION REGARDING THE POST

**Location**
This post will be located on the Parliamentary Estate.

**Hours**
Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The hours of attendance for this post are **36 net** per week, exact hours of attendance each day are to be agreed with line management.

**For further information:**
Candidates should refer to the House of Commons careers website in order to apply: www.careers-houseofcommons.org

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**SECTION C: JOB SPECIFICATION**

**DESCRIPTION OF DUTIES**

- Manage the electronic and printed information resources of the Programme and manage the Programme SharePoint and repository.
- Specify and implement effective information standards within the Programmes in line with the Freedom of Information Act, the parliamentary information management system and programme management best practice.
- Develop programme documentation according to MSP and PRINCE2 standards, in line with PMO best practices and implement in collaboration with Head of PMO.
- Raise and manage requisitions and purchase orders.
- Manage and analyse the programme schedule/plan to identify milestones at risk of going in to delay, challenging inconsistencies and suggesting possible remedial actions
- Generate and maintain reports on behalf of the Programme, including resource, budget, progress and Programme Highlight Reports including:
  - seeking input from the Programme Director and Workstream leads and other sources;
  - adhering to tight reporting timescales.
- Track (via registers), capture and report risks, issues and interdependencies within the Programme and escalate via defined reporting structure by leading workshops and meetings to capture those for escalation.
- Manage the programme change control process and requests.
- Utilise and manage programme and project management systems (such as xactium, Loadspring, Cora etc.) for monitoring and control purposes.
- Support development of business cases and gateway reviews.
- Manage the programme document management and data security protocols on the NEP CDE and digital platforms with external consultants.
- Maintain, review and report lessons learned within programme, ensuring that there is post project follow up within the programme and that 'Overall Lessons Learned' log is employed effectively.
- Prepare and lead on all programme inductions for new programme team members.
- Schedule Board meetings, appointments, take action points and circulate agenda and meeting papers and provide day to day support to the Programme Director.
- Carry out ad hoc duties commensurate with the pay band as directed by your line manager.
- Work in an inclusive and flexible environment to deliver high quality work.

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| SECTION D: PERSON SPECIFICATION | | | |
|---|---|---|---|
| **QUALIFICATIONS** | | | |
| **Essential** | | | |
| A recognised Project or Programme Management qualification of either Prince2 Foundation or Managing Successful Programmes (MSP) Foundation or similar. | | | |

| **SKILLS AND EXPERIENCE** | Application Form | Test/Exercise | Interview |
|---|---|---|---|
| Demonstrable experience of implementing and managing key programme processes and documents such as plans, budgets, and risk registers; including understanding of the processes associated with them. | x | | x |
| Ability to communicate clearly and appropriately about issues arising from a programme with colleagues at all levels within the organisation, as well as external stakeholders. | x | | x |
| Ability to accurately summarise information effectively into written documents that are structured to meet the needs and understanding of the intended audience. | x | x | x |
| Excellent interpersonal skills and demonstrable ability to build constructive relationships with stakeholders at all levels. | x | | x |
| Excellent planning and organisational skills, able to prioritise to meet deadlines and takes full responsibility for quality and timescales of own work. | x | | x |
| Expert knowledge of appropriate planning and presentation tools including MS Project, MS Excel, Visio and MS PowerPoint. | x | | x |
| Demonstrable commitment to a work environment of mutual trust and respect, where diversity and inclusion is valued. | x | | x |

| **DETAILS OF TEST/EXERCISE** |
|---|
| A short test will be given to candidates at interview stage as part of the assessment process |
| **PROPOSED DATE OF INTERVIEW** |
| TBC |

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