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Programme Director – PPP & PFI

Role Description and Candidate Brief

Closing Date: 26th August 2019



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ABOUT US

Local Partnerships LLP is a public sector joint venture, wholly owned by HM Treasury, the Local Government Association and the Welsh Government, and exists solely to provide commercial support and delivery expertise to the public sector.

We were created by the public sector, are in-house to the public sector, and we work solely for the public sector (government, local authorities, local public bodies and the community focused third sector). This means that we are never commercially conflicted in the advice that we give, as we are never also advising private sector clients.

Our primary purpose is to strengthen the intelligent client capability and capacity of the public sector, particularly in their commercial interactions with the private sector. We do so by deploying senior commercial specialists that provide advice and support to local public bodies. Our ethos is to share freely our learning for the benefit of the wider public sector.

Our owners require us to charge for our services. Any surpluses we make are re-invested for the benefit of the public sector.

Examples of the support we provide include:

- Developing and reviewing strategic business cases and business plans
- Service transformation and change
- Modelling and legal frameworks for alternative service delivery models
- Options' appraisal and assurance of your chosen approach or option
- Forming effective partnerships (inter-agency brokerage)
- Sourcing and commissioning, contract negotiation and management
- Economic development and planning
- Delivering infrastructure

We currently operate within the following sectors:

- Waste Management
- Housing, Regeneration & Growth
- PPP/PFI
- Energy
- Air Quality
- Assurance
- Health & Social Care
- Infrastructure
- Commercialisation
- Re-organisation & devolution
- Digital transformation.

We work all over England and Wales with a core team based in Smith Square, Westminster and a small office in Cardiff. We have c. 50 employees, supplemented by a pool of associates, and a current annual turnover of c. £10 million.

Our impact report for 2018-19 can be found at <http://localpartnerships.org.uk/wp-content/uploads/2019/07/Local-Partnerships-impact-report-2018-2019-1013.pdf>

We are seeking to recruit a Programme Director to lead our PPP/PFI team

In our **PPP/PFI** work, demand continues from public sector organisations for our support in relation to new and operational PPP and PFI contracts across sectors. This is centred on negotiation and resolution of issues, ensuring ongoing delivery of facilities and services in accordance with the contractual requirements and standards, and ensuring appropriate rectification where this is not the case.

Our support in the PPP & PFI sector includes the following activities:

- delivering operational savings from existing commercial arrangements
- undertaking contract management reviews and client training
- savings identification and implementation
- contractual negotiation
- issue identification and resolution
- supporting governance teams and officers on identifying and implementing strategic and operational priorities and aligning those to wider organisational priorities
- business case preparation (strategic, programme, outline or full)
- support through periodic events in the contractual life of PFI projects, such as benchmarking and market testing processes
- advising through key contractual events such as provision of financial and commercial advice through refinancing and termination
- undertaking strategic reviews of projects, contract management and governance arrangements
- providing client senior management mentoring and support
- facilitating collaborative working across council boundaries
- representing local government clients in discussion with sponsoring departments and HM Treasury.

We also support the Welsh Government's Mutual Investment Model (MIM) programme. This was created as an innovative way to support additional investment in social and economic infrastructure in Wales, and to finance major capital projects in response to the scarcity of capital funding. We support the delivery of all three MIM projects being the 21st Century Schools Band B programme, the A465 Heads of the Valleys roads project and the Velindre Cancer Centre project.

The job description and person specification.

We value diversity and encourage applications from all sections of the community.

The recruitment for these roles is being administered by the Local Government Association.

ABOUT THE ROLE

Job Title **Programme Director – PPP/PFI**
Responsible to **Corporate Director**
Salary **Starting at £85,000**

Job Purpose

Programme Directors are responsible for the successful delivery of a major stream of business activity for Local Partnerships. The Programme Director may be asked to take responsibility for a single major programme or a portfolio of projects that constitute a programme with similar characteristics, goals and outcomes.

The Programme Director is responsible for delivering and developing their dedicated programme areas; providing line leadership within the projects and programmes; successfully managing income and expenditure; managing time recording, utilisation and billing; and ultimately, ensuring that clients are highly satisfied with the outcomes from the projects and programmes under their control.

The post-holder is expected to be flexible to respond to a number of ad-hoc assignments that may arise during the course of the year.

Principal Activities

The Programme Director is typically responsible for delivering a major programme or a portfolio of projects to a successful conclusion. The role requires effective co-ordination and management of inter-dependencies including oversight of any risks and issues arising. It also includes responsibility for the realisation of projected benefits.

In most cases, the Programme Director will work full-time on the programme. The role is crucial for creating and maintaining focus, enthusiasm and momentum. The Programme Director is responsible for the overall integrity and coherence of the programme. They will develop and maintain the programme environment to support each individual project within it.

Principal activities include:

- planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action
- ensuring effective quality assurance and the overall integrity of the programme
- focusing inwardly on the internal consistency of the programme, and outwardly on its coherence, interfaces with other programmes and corporate, technical and specialist standards
- managing the programme's budget for Local Partnerships and, where relevant, on behalf of any client Senior Responsible Officer (SRO)
- monitoring expenditure and costs against delivered and realised benefits as the programme progresses
- facilitating the appointment of individuals to project teams
- ensuring the delivery of projects is to the appropriate level of quality, on time and within budget, in accordance with the programme plan and programme governance arrangements

- ensuring there is allocation of common resources and skills within the programme's individual projects
- managing third party contributions to the programme
- managing communications with all stakeholders
- managing risks to the programme's successful outcome
- initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise
- reporting the progress of the programme at regular intervals to the Corporate Director and to Programme Review teams, where applicable
- contributing to the Business Plan both financial information and supporting financial and/or market analysis.

ABOUT YOU

Person Specification – Programme Director PPP/PFI

- Educated to a degree standard and professional qualifications appropriate to the role.
- Previous experience of managing high achieving and diverse project teams and an ability to recruit new team members from within Local Partnerships and from the external market, where appropriate.
- A demonstrable track record of directing complex PPP/PFI projects or programmes or substantial successful experience at a senior level in a management consultancy role.
- High level of organisational and financial skills, with the ability to prioritise work to meet deadlines, an eye for detail and accuracy, the ability to interpret and analyse complex financial and budgetary information, and present findings in a clear and concise fashion.
- Strong interpersonal skills, assurance in discussion and negotiation with high level decision-makers from political and non-political backgrounds on complex PPP/PFI projects/issues and the ability to act as an ambassador for Local Partnerships.
- High level skills in written and verbal communication and in analysis and presentation of data.
- Strong commercial skills and a track record of operating in a commercial, PPP & PFI contracting environment, negotiating issues to the point of resolution on behalf of clients and supporting clients through the negotiation process.
- Detailed understanding of the contractual detail of PPP & PFI projects across all iterations of SoPC documentation (and knowledge of pre-standardised PFI contracts), the PPP/PFI market and the issues currently being faced.
- Awareness of the needs of key stakeholders and ability to deliver solutions that meet their collective needs.
- Effective in the management and balance of a project's legal, commercial, technical, finance and insurance issues to ensure efficient procurement/contract management and value for money.