



Job Description

Job Title	Skills and Capability Officer
Department	Chamberlain's Department
Grade	E
Location	Guildhall
Responsible to	Project Standards and Capability Manager
Responsible for	n/a
Appointed Candidate's Signature	<i>Please sign and date here upon receiving your offer of employment</i> I confirm I have read the Job Description below: Full Name: Signature Date:

Purpose of Post

The role of the Skills and Capability Officer is to manage the delivery of a comprehensive Portfolio, Programme and Project management (3PO) corporate learning and development programme. Working with the Project Standards and Manager to support, coach and educate the delivery teams, and the wider project and programme management community, in the consistent application of delivery framework processes, procedures, tools and templates to help them succeed.

Main Duties & Responsibilities

The following are the main duties of the role.

1. Day-to-day management and facilitation of the Project Management Academy, developing and maintaining the course content to ensure it remains relevant and up to date.
2. Coordinate the development of a P3M learning framework working with colleagues in Corporate Learning and Development to provide a coherent programme of learning.
3. Manage the administration of the Project Management Academy supporting learners to access the programme and move through the levels/modules at an appropriate pace.
4. Produce guidance materials and templates to drive consistent practice across the P3M community.
5. Support the commissioning of project-related learning opportunities managing consultants and third party suppliers to ensure corporate learners are able to access learning opportunities when needed.

6. Conduct regular training needs analysis to understand learner requirements to inform the wider corporate learning and development programme including a new corporate induction.
7. Develop a framework for a structured approach to mentoring and coaching across the project delivery profession, helping people find the support they need throughout their careers.
8. Support the development of P3M standards, processes and procedures in line with the Corporation's policies, systems and governance framework and based on best practice.
9. Facilitate discussion, debate, feedback and buy-in from user community to generate a continuous improvements roadmap for P3M.
10. Facilitate P3M user community events and activities to develop organisational maturity and promote a culture of peer-led continuous improvement.
11. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
12. To undertake any other duties that may reasonably be requested appropriate to the grade.
13. Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

Person Specification

Job Title	Skills and Capability Officer
Department	Chamberlain's Department
Grade	E
Trent Position number	
DBS Criterion	No DBS
Security Vetting Criterion	No security vetting is required
Politically Restricted Post Criterion	This post is <i>not</i> politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application **(A)**, interview **(I)** or test **(T)** as indicated below.

Professional Qualifications / Relevant Education & Training

A relevant Professional qualification such as : **(A)**

- PRINCE2 Partitionner
- P3M3 Qualifications
- Managing Successful Programmes Practitioner
- Agile Project Management Practitioner
- Management of Risk Practitioner
- P3O Practitioner
- Managing Successful Programmes Advanced Practitioner
- APM Chartered Project Professional
- APM Project Management Qualification
- APMG International Project Planning and Control Foundation
- APMG International Project Planning and Control Practitioner

Experience Required

Experience of designing and delivering project-related learning opportunities on an organisational-wide scale **(A) (I)**

Substantial experience of managing learning programmes and supporting learners with a variety of needs to access materials and training. **(A) (I)**

Significant experience of producing engaging written learning materials **(A) (I) (T)**

Experience of conducting training needs analysis and using the findings to inform the ongoing development of corporate learning opportunities. **(A) (I)**

Relevant experience in a large organisation with experience of successfully managing commissioning budgets **(A) (I)**

A successful track record in the management of external consultants and learning providers **(A) (I)**

Experience of effective partnership and cross-party working, achieving results through influencing others not in the direct management line **(A) (I)**

Good knowledge of local government and wider public sector **(A) (I)**

Ability to provide clear and timely advice and guidance to project managers and senior officers **(A) (I)**

Ability to operate effectively in a political environment. **(A) (I)**

Technical Skills & Knowledge

- A strong understanding of P3M standards and the relative merits of each **(A) (I)**
- P3m methodologies, effective training approaches **(A) (I)**
- Best practice identification **(A) (I)**
- A strong track record of delivery in a complex environment, demonstrating successful and innovative organisational change and culture creation. **(A) (I)**
- Demonstrable knowledge and experience of project delivery and ideally the establishment of centres of excellence and/or professions. **(A) (I)**
- Strong interpersonal skills with the ability to establish positive working relationships and influence people at all levels within the organisation including a challenging customer base. **(A) (I)**
- Track record of building inclusive stakeholder relationships, taking into account equality and diversity; building and delivering through a wide network of relationships across organisational boundaries to support collaborative working across teams or organisations to in order to achieve highly effective outcomes. **(A) (I)**
- Ability to think creatively to shape the design of innovative solutions to address identified issues. **(A) (I)**

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information



Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a Permanent basis.

Salary

The salary range for this job is £46,050 - £51,530 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay



The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.