

Job Description

Job Title	Programme Benefits Manager
Department	Chamberlain's Department
Grade	F
Location	Guildhall
Responsible to	Head of Impact and Reporting
Responsible for	n/a
Appointed Candidate's Signature	<p><i>Please sign and date here upon receiving your offer of employment</i> I confirm I have read the Job Description below:</p> <p>Full Name:</p> <p>Signature Date:</p>

Purpose of Post

The primary role of the Programme Benefits Manager is to provide benefits management support to the Markets Consolidation Programme (MCP). In addition, the role will support the portfolio management team to proactively embed the approach to benefit management across the City of London Corporation. The Benefits Manager will ensure that a 'fit for purpose' approach to benefits measurement and realisation is used to provide assurance that the benefits identified can be achieved.

Main Duties & Responsibilities

The main duties of the role are as follows.

1. Provide visible and effective leadership, lead benefits management and work with project managers to deliver the MCP business case benefits and outcomes.
2. Develop a clear vision and standards and champion the use of best practice benefits management standards, tools and processes.
3. Build strong networks both internally and externally in order to share and learn from best practice.
4. Define the City of London Corporation benefits management strategy working with colleagues across the organisation to secure corporate support for the approach.
5. Collaborate with colleagues in the Finance department to develop a robust benefits realisation methodology that is integrated with the organisation's financial planning and management approach.

6. Provide visible leadership on benefits management for the wider organisation in order to develop internal capabilities.
7. Develop benefits management capability across the portfolio management profession by producing corporate tools, templates and guidance.
8. Act as a coach to the wider PPM community leading learning and development sessions to support the development of corporate knowledge and capability.
9. Develop organisation wide reporting frameworks suitable for a variety of audiences including Senior Leadership Team, Elected Members and the public/residents.
10. Oversee the Markets Colocation Programme Benefits Realisation Plan ensuring both financial and non-financial benefits are well defined and monitored.
11. Proactively identify risks to MCP programme benefits realisation and develop and lead delivery of potential mitigations.
12. Provide expert advice and assurance to the MCP Senior Responsible Officer that planned benefits are robust and deliverable.
13. Establish the mechanism and capability required to apply consistent tracking and reporting of benefits for the MCP programme.
14. Work with colleagues across the organisation to craft compelling case studies bringing to life the impact of the Corporation's investment in projects through publications, knowledge sharing and public speaking opportunities.
15. 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.
16. To undertake any other duties that may reasonably be requested appropriate to the grade.
17. 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	Programme Benefits Manager
Department	Chamberlain's Department
Grade	F
Trent Position number	
DBS Criterion	No DBS
Security Vetting Criterion	No security vetting is required
Politically Restricted Post Criterion	<p>This post is politically restricted – full details of what this means can be found here</p> <p>This post is <i>not</i> politically restricted</p>

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 :

Relevant benefits realisation management qualification and/or equivalent experience in related subject matter.

Qualified Accountant (CIPFA, CIMA, ACCA)

APM Chartered Project Professional

PRINCE 2 Practitioner

Managing Successful Programmes Practitioner

PMI Project Management Professional

Experience Required

A demonstrable record of benefits identification, monitoring, management and realisation across a large portfolio of workstreams within a complex and large organisation

Demonstrable and extensive experience in effective use of benefits management techniques, processes and tools within large-scale, organisation-wide programmes

Significant experience of implementing organisation wide reporting frameworks

Demonstrable experience of developing complex business cases including the quantification of societal, environmental and economic benefits

Strong experience of effective partnership and cross-party working, achieving results through influencing others not in the direct management line

Delivering training to support the development of internal knowledge on effective benefits management strategies and methodologies

Significant experience of developing organisational capability through the delivery of learning opportunities and the sharing of insights/best practice

Significant experience of working across services within multidisciplinary teams; managing projects and teams outside of direct line management

Substantial experience of providing expert advice and guidance to the most senior level of the organisation including Elected Members/politicians/Board members

Technical Skills & Knowledge

- Excellent numerical and verbal critical reasoning ability
- Excellent financial accountancy skills with the ability to define and project future benefits and associated costs
- Ability to analyse both complex qualitative and quantitative benefits information
- Possess a high degree of accuracy and attention to detail
- Ability to develop credible business cases using complex qualitative and quantitative measures to evidence return on investment
- Ability to quickly build credibility with senior managers and stakeholders and successfully influence key decision makers at senior levels
- Strong risk management skills with the ability to horizon scan to identify emerging threats and develop mitigation strategies
- Significant expertise in defining and recording programme related benefits and management approaches in complex organisational environments
- Ability to translate data and insight into business improvement, delivering tangible, measurable and sustainable long-term benefits
- Leadership of, and a positive approach to benefits management, demonstrating a willingness to challenge existing practises to support the organisation to continuously deliver benefits
- Ability to mentor and coach project managers and other practitioners in the benefits management processes

- Experienced and highly competent in the use of MS Office applications (specifically Word, Excel and PowerPoint) and data visualisation tools such as PowerBI.
- Excellent understanding of Project and Programme Management best practice
- Excellent written communication skills with the ability to produce high quality and compelling documents including Committee reports
- Excellent oral communications with the ability to engage with a diverse range of stakeholders
- Good knowledge of local government and wider public sector
- Strong understanding of public sector accounting practices and the implications for benefits realisation
- Ability to provide clear and timely advice and guidance to Elected Members and senior officers on key issues

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 contract basis.

Salary

The salary range for this job is £55,300 -£62,390 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

Two 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.