



Senior Programme Manager (Maternity Cover) – Project Management

Ref.: PMU0524

Location: London based hub – with hybrid working in the UK

Contents

An introduction to ODI.....	3
Job description	5
Application process	10
Terms of employment	10
Additional benefits	10
Other information	11

ODI is an equal opportunities employer.

The ODI is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is a leading global affairs think tank. We inspire people to act on injustice and inequality. We focus on research, convening and influencing, to generate ideas that matter for people and planet.

ODI has around 200 staff, most of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

We lead thinking and agendas to deliver transformational change and bring about a global sense of resilient, just and equitable prosperity.

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our work

Our work addresses four key global challenges:

1. Shaping the future of global cooperation
2. Tackling the climate, environment and biodiversity crisis
3. Fostering a more equitable and sustainable global economic order
4. Advancing human rights, addressing conflict and promoting peace

Digitalization cuts across these global challenges and is also a key focus of our work. Across these themes, we explore the tools and approaches needed to enable progress and address risks.

Our values

ODI is guided by four core values. Together we are **fearless**, **inspirational**, **rigorous** and **ethical** (F.I.R.E) in all that we do.

F.I.R.E

ODI's Values-Behaviour Framework

Values

Fearless

Guiding Principles

We have the courage to take an independent perspective
We are not afraid to challenge the status quo
We are agile and prepared for change
We speak out against injustice and unacceptable behaviour

Inspirational

We are passionate about our mission and purpose
We are truly international, working in partnership to tackle issues of global and local concern
We strive for excellence and to be the best at what we do
We aim to be a positive influence for change

Rigorous

We are experts in our field
We are socially and culturally aware
We ensure high quality analysis and evidence that is robust
We facilitate the transformation of ideas to policy

Ethical

We act in accordance with our Codes of Conduct
We are zealous in our safeguarding & ethical research practices
We abide by our written rules on business ethics
We believe in transparency, openness, honesty, fairness and integrity in everything we do

Attitudes & Behaviours

- We are passionate about our mission and work as one to achieve our purpose;
- We are committed to being the best, striving for quality and excellence in everything we do;
- We work strategically and in partnership to deliver shared goals;
- We are wholehearted in working to our stated values, codes of ethics & conduct;
- We take care to work within the boundaries set by the legislature, funders, regulators and professional bodies;
- We respect and celebrate the diversity of the places and cultures in which we operate;
- We strive to be inclusive and are active in promoting a supportive work environment;
- We are proud to work for ODI, promoting the good reputation and image of the organisation, wherever we may be in the world.

Job description

Job title:	Senior Programme Manager
Department/group:	Project Management
Grade:	5
Responsible to:	Head of Strategic Operations
Responsible for:	PMs/PMOs/PAs

Overview of job

The Senior Programme Manager (SPM) oversees the Project Management (PM) function and provides strategic programme management support within the programme they are assigned to. The SPM reports directly to the Head of Strategic Operations (HSO) and with a partnering 'dotted line' relationship with the Director of Programme (DoP).

The SPM works closely with the HSO and DoP and, depending on the programme, may be responsible for various aspects of the strategic and operational management of a programme's portfolio of work and/or the management of large, complex projects. Overall responsibilities, in coordination with the HSO and in support of the DoP, are likely to include:

- Managing the programme's portfolio and key external and internal partnerships, supporting its strategy and planning, and coordinating its business development, to ensure alignment of the programme with ODI's objectives, standards and Global Strategy.
- Supporting the management of the programme and directly overseeing the project management (PM) function within the programme, to ensure effective and efficient coordination – across research, communication and PM staff – of programme operations as well as effective communication flow and internal coherence.
- Coordinating programme finances and directly overseeing the PM functional role in financial management, to enable the programme to achieve high levels of financial performance and quality of financial management.
- Managing and supporting a team of other PM staff assigned within the programme – typically 3 to 6 staff, to enable a high quality, motivated and performing team.
- Where required, directly managing certain large and/or complex projects within the programme, to ensure projects achieve intended results with high quality.

Main duties and responsibilities

1. Strategic portfolio and partnership management and business development

In coordination with the HSO and DoP, the SPM manages the programme's portfolio, key external and internal partnerships, and coordinates its business development.

- Provide updated analysis to programme/ODI senior management of the programme's portfolio of active and prospective projects and funding through monitoring and ensuring portfolio information is updated.
- Work with the DoP in the development, progress monitoring, and updating of the programme's business strategy, annual plans, budgets, and financial targets.
- Oversee management of the programme's funding to ensure its use is optimised and managed in-line with programme priorities and funder expectations.
- Support the DoP to develop and manage relationships with funders and other strategic partners to

strengthen their long-term support of the programme and including active engagement throughout the year and coordination of meetings at strategic and operational levels.

- Identify and explore potential new funders and other partners for the programme.
- Coordinate business development plans and processes for the programme including working with team members and others across ODI to identify and pursue suitable funding opportunities, coordinate and oversee the development and submission of high quality funding concept papers and proposals, and negotiate new funding with funders for the programme.
- Ensure that funding proposals include budgets that optimise cost structures, coverage of all programme and ODI shared costs, and maximise cost recovery in-line with ODI and funder policies.
- Ensure that PM staff and project leads maintain appropriate records from end of project review meetings, documenting and sharing key lessons learnt with PMs and BD team to support ongoing improvement of ODI proposal development and budgeting.
- Support the DoP to maintain strong internal ODI relationships, including liaison with other ODI departments (HR, Finance, Comms, IT, etc) and communications across the programme team.

2. Programme management

The SPM works with the DoP to manage the programme and directly oversees the project management (PM) function within the programme.

- Oversee operational management of the programme, ensuring that all projects are well-planned, organised and budgeted, have appropriate staffing, partners, sub-contractors and other resources, and are managed in-line with programme objectives and funder expectations.
- Monitor and maintain up to date information on the capacity and availability of the programme's research, project management and communications staff and work with the DoP to allocate work to staff.
- Work with the DoP on programme coordination activities – notably the organisation of team meetings, annual retreats, research seminars, programme contributions to ODI wide initiatives, etc.
- In coordination with the HSO, oversee the programme's PM function, including assessing PM capacity needs, organising the PM team, allocating work and ensuring that the PM function is operating effectively and efficiently.
- Oversee the PM functional role in operational and financial management, including ensuring compliance with ODI and funder policies and adherence with processes such as ODI's financial and resource management processes.
- Oversee, guide and support PM staff and project leads within the programme to:
 - Accurately set up, manage and close projects, in adherence with ODI's project management methodology, systems and procedures;
 - Prepare project workplans and milestones, narrative and financial reports;
 - Resolve issues with donors, contractors and partners suppliers and escalate to HSO, DoP and others, according the agreed procedures;
 - Identify risks related to the management of grants and contracts as needed;
 - Implement projects' compliance with ODI procedures, particularly in relation to establishing and maintaining safeguarding frameworks, travel & security;
 - Provide surge and problem-solving capacity on projects as required.
- Ensure that the DoP and programme team are kept up to date with respect to programme financial and operational management progress and issues on a regular basis.
- As needed, support the DoP and programme colleagues with recruitment and on-boarding of new partners, Research Associates and sub-contractors (including negotiating fee rates).
- Contribute to information sharing within the team and across ODI, with internal departments and other programmes.
- Contribute to the development and functioning of internal and external communications and knowledge management systems, ensuring that appropriate systems are in-place to support the programme.

3. Financial management

The SPM works with the DoP in their overall accountability for programme finances through coordination of financial management for the programme and direct oversight of the PM functional role within it.

- Works with the DoP to model resourcing options to evaluate impact on programme finances and capacity as required.
- Oversee management of the programme's funding to ensure its use is optimised and managed in-line with programme priorities and funder expectations, including contractual requirements and funder priorities, leading on funder negotiations when required.
- Oversee, guide and support PM staff and project leads within the programme to set-up, manage and report on project financial management in adherence with ODI's project and financial management systems and procedures.
- Work with the ODI Finance team, HR and the HSO, as needed, to ensure that programme establishment information held centrally is up to date and accurate, including the programme's finances in ODI annual audited accounts.
- Track and report on the current and prospective financial position of the programme to facilitate analysis by the DoP, HSO, MD(s) and others as appropriate, of programme projects' portfolio and performance against agreed ODI standards (strategic relevance and financial viability).
- Oversee and coordinate the PM functional role in ODI's annual budgeting, quarterly forecasting and period close processes for the programme, including the timely updates and reporting by PMs of project budgets, income, time and costs information according to agreed standards and using ODI's programme budget templates and financial management systems and procedures.

4. Team management

The SPM line manages and supports all other PM staff assigned within the programme.

- Work closely with the HSO to ensure that the programme has appropriate PM capacity and manage the PM function within the programme.
- Lead on the recruitment, development, performance management and support of directly line-managed PM staff.
- Model and promote the application of ODI's values within the team and with others.
- Act as a safeguarding focal point for their areas.

5. Manage complex projects (as required)

Where required, the SPM may directly manage large and/or complex projects.

- Coordinate and contribute to the development of project workplans with the project team (covering research, communications, Global Security and other activities, as relevant), establishing and monitoring project controls related to scope, schedule, budget, risk and quality.
- Establish/oversee the establishment of clear communication channels to facilitate inputs and from key stakeholders concerning scope, schedule, budget, risk and quality for each project.
- Identify the financial impact that delays or changes in the delivery schedule have on the projects' financial performance and propose alternative work plans and/or work with the Technical Lead to find possible solutions. This will include liaising with partners and donors to modify complex workplans.
- Identify, manage and mitigate project risks. Escalate more complex issues to the HSO for resolution as needed.
- Liaise/support team members' liaison with donors on contractual matters, ensuring both compliance

with donor requirements and the safeguarding of the interests of ODI, demonstrating a thorough understanding of the organisation's needs and 'red lines'.

- Identify/contribute to the identification of consultants and partners in collaboration with the project team and manage contracting process, including negotiations of terms and conditions; liaise with the consultants on contractual matters.
- Undertake project reporting, financial closure and reconciliation processes at quarter and financial year end.

Person specification

Essential

Knowledge and qualifications

- Education to Masters' degree level or equivalent level of experience
- Extensive knowledge of the project cycle management field and methodologies
- Knowledge of budgeting and costing methodologies and ability to apply them
- Good understanding of financial management as part of the project cycle
- Knowledge of key issues and actors in international development, with a focus on the relevant thematic areas of the programme

Experience

- Experience in line managing staff and coordinating project teams
- Experience of managing staff to tight deadlines in a team environment
- Experience working with developing country partner organisations
- Significant experience in donor compliance and relationship management, including partnership building
- Experience managing large complex projects throughout the full project cycle
- Experience coordinating and managing the development of proposals, producing internal reports and overseeing donor/partner and knowledge management
- Proven experience of conducting contract negotiation independently and of building effective partnerships
- Costing and budgeting experience for complex multi-year, multi-partners, multi-donor projects
- Experience in setting up and monitoring compliance with operational processes and procedures

Skills/abilities

- Strong inter-personal and team-work skills
- Ability to lead and coordinate project teams
- Proven ability to understand the needs of donors and partners and to make business-oriented decisions
- Proven ability to innovate and improve working practices to overcome problems and emerging issues.
- Excellent ability to build cross-cultural relationships with partners and colleagues at various levels of seniority.
- Strong IT skills including Excel, Word, Outlook, PowerPoint and databases
- Ability to write well and to prepare reports without supervision
- Multitasking skills in a high-pressure environment
- Exceptional planning, organisation and execution skills
- Ability to work to own initiative with minimum supervision
- Strong and clear communication skills: written, verbal and visual

Desirable

- Experience of Sharepoint document management system
- Experience working in a developing country
- Relevant additional language skills

Key relationships and contacts

- Head of Strategic Operations
- Director of Programme and other programme staff
- PM colleagues
- Head of Financial Planning and Analysis and Finance Business Partners
- Head of Business Development and other BD staff
- Colleagues in other functions (HR, IT, Risk and Compliance, and Public Affairs and Communications)

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

Application process

ODI job site: <https://odi.org/en/careers/>

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI hub is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £48,760 - £50,880 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Fixed-term All contracts of employment are subject to a Choose an item. probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: Generous company pension scheme. The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS).
www.ussq.co.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Flexible working options: Support in maintaining a healthy work-life balance, e.g. part-time working, compressed hours, term-time.

Hybrid working: Working at the hub/remotely within the UK.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Employee assistance programme: Confidential Health and wellbeing support.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

ODI Groups: A number of social and cross-department work groups, e.g. Podcast Society, Book Club, The Anti-Racist Reading Group, Softball Team, Diversity Forum and others.

Other information

ODI hub is based at: 203 Blackfriars Road, London, SE1 8NJ.

The hub is close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. Central location with good transport connections to all parts of London.

ODI hub is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



ODI is an equal opportunities employer.

The ODI is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.