



JOB DESCRIPTION

SPECIFIC JOB TITLE	Transformation Programme Manager
LEVEL/BAND	E
JOB FAMILY	BUSINESS SUPPORT
GENERIC ROLE TITLE	Business Manager
CONTRACT TYPE	Fixed Term (18 months)
HOURS	37
REPORTS TO	Director
DEPARTMENT	CEO Office
LOCATION	Harpenden
DATE	July 2022

OVERVIEW OF ROLE/JOB PURPOSE

Rothamsted Research is a world leading agricultural research institute that works both nationally and globally. With changes in our environment, as well as rapid advances in biosciences and digital technologies, there is a requirement for a fast refresh of our research focus and strategy including investment in strategic growth areas and new talent to lead.

A Programme Manager is required for the dedicated management of this Transformation Programme. The successful candidate should have excellent management and inter-personal skills, be collaborative as well as be highly organised, have personal drive, and a track record evidencing high-level management of projects of a similar structure, including monitoring and reporting on progress and finances. They will report to the Director CEO and be required to provide regular updates to transformation Programme Steering Group, as well as providing detailed updates, feedback and reports to the Transformation Programme Board. The Programme Manager will work closely with the Intelligent Data Ecosystems Area to support the development and delivery of the Digital implementation plan and to ensure the new Digital processes support successful delivery of the forthcoming IAE submission.

The role holder is expected to carry out the duties listed below and any other duties reasonably required by the Director or Institute, commensurate with the grade and level of responsibility for this post.

MAIN DUTIES OF ROLE

Generic Outputs	Weighting	Description of Outputs	Description of Job Specific Outputs
BUSINESS SERVICE DELIVERY	40%	Smooth and efficient running of own work area, including application of specialist knowledge to solve non-routine problems, develop new systems, policies and procedures, generate reports and prepare management information	<ul style="list-style-type: none"> Support the delivery of a streamlined process through which the Transformation Programme can be managed, enabling key decision making to take place in a fully informed and timely manner and balancing pace and minimised bureaucracy with appropriate levels of transparency and control. The process should include (but not be limited to): <ul style="list-style-type: none"> Delivery plan with milestones Assessment metrics (both lead and lag) Appropriate controls and assurances Risk register including reviews of business case risks Review, update and maintain standard processes, guidance and documentation management procedures, including: <ul style="list-style-type: none"> Accurate records and audit trails Information storage management Archiving and retrieval of key documentation.

			<ul style="list-style-type: none"> • Manage the process through which strategic projects within the Transformation Programme are subject to appropriate independent scrutiny, including checkpoints/stage gates before progressing to the next stage • Manage and support independent OGC Gateway Reviews or periodic Programme Health Checks as directed by the Director, Programme Transformation Board, and if requested, external funding body. • Prepare analytical reports pertaining to projects and presents findings and plans in written and verbal formats to the Director, Transformation Steering Group and Transformation Programme Board • Secretariat of the Transformation Programme Steering Group. Prepare reports, minutes, and schedules for the Steering Group. Support the Director in preparation of reports and material for the Transformation Programme Board.
DELIVERING THE DIGITAL INITIATIVE	15%	Support development, delivery and monitoring of the Rothamsted Digital implementation plan	<ul style="list-style-type: none"> • Support successful delivery of Digital initiative • Key member of the Digital work stream • Provide thought leadership to Digital team • Work closely with the 'Science Director, Intelligent Data Ecosystems' in the development and delivery of the Digital implementation plan • Ensure new Digital processes support successful delivery of the forthcoming IAE submission and best practice is embedded as <i>business-as-usual</i> • Work with key members of the Digital work stream to ensure Digital initiative has the resources to support successful delivery • Provide Digital leadership team with monthly/quarterly financial budget updates • Provide and/or support the 'Science Director, Intelligent Data Ecosystem' with Digital implementation plan updates to the Director, Steering Group and Programme Board
FINANCE AND RESOURCE MANAGEMENT	15%	Monitoring of allocated budgets, contributing to resource planning	<ul style="list-style-type: none"> • Work with Finance team to prepare monthly/quarterly spend vs. budget by Transformation workstream. Collate and submit financial, operational and progress data for updates under agreed deadlines • Work with the CFO to develop and run business case management and benefits tracking
WORKING WITH OTHERS	15%	Provision of high-level advice; working with senior colleagues on committees or taskforces, and representing the Institute on external bodies, sector groups and in negotiation	<ul style="list-style-type: none"> • Build strong working relationships and interact daily with relevant members of the programme to ensure its smooth operation and key Institute staff necessary for the successful delivery of the Programme. • Build key relationships with BBSRC Finance Director and other key external stakeholders • Build strong working relationships with work stream leads and ensure objectives support delivery of Transformation Programme

			<ul style="list-style-type: none"> Respond promptly to requests for information by Transformation programme Steering Group and Transformation programme Board
LEADERSHIP AND MANAGEMENT	10%	Managing a business support team and/or ensuring performance and quality standards in terms of service provided	<ul style="list-style-type: none"> Anticipate problems and take pre-emptive action as appropriate. Ensure that any lessons are learned and actions taken to prevent reoccurrence. Respond to queries and use judgement and initiative to deal with unforeseen problems and circumstances, always referring as appropriate, or in any cases of doubt.
CONTINUING PROFESSIONAL DEVELOPMENT	5%	Expanding knowledge base/skill set via both planned and ad hoc learning opportunities and encouraging own self-reflection through activities such as mentoring/coaching/critical career reviews and promoting knowledge sharing among others	<ul style="list-style-type: none"> Build intelligence of similar programmes run but other organisations and learn best practise Establish informal network for peer-to-peer learning with other programme managers Provide training, either formally or informally, in programme or project management skills and techniques to Institute staff deployed across the programme

PERSON SPECIFICATION AND SHORTLISTING CRITERIA *

SPECIFIC JOB TITLE	Transformation Programme Project Manager			
LEVEL/BAND	E			
JOB FAMILY	BUSINESS SUPPORT			
CONTRACT TYPE	Fixed Term (18 months)			
HOURS	37			
REPORTS TO	Director			
DEPARTMENT	CEO Office			
LOCATION	Harpenden			
EDUCATION/QUALIFICATIONS		Essential	Desirable	How Tested? **
1.	Bachelors or equivalent degree.	✓		AF
2.	Qualification in agile/project management and/or formal qualification (i.e. Prince II, SAFe-Agile or equivalent)	✓		AF
EXPERIENCE/KNOWLEDGE/SKILLS		Essential	Desirable	How Tested? **
1	Proven and significant experience in project/whole programme management through previous experience	✓		AF/IV
2	Experience of planning and progressing a series of work against, deadlines using initiative and judgement	✓		AF/IV
3	Experience of developing Digital transformation plans and successful implementations in organisations	✓		AF/IV
4	Experience in development and implementation of standard processes, guidance and documentation management procedures, including accurate records and audit trails	✓		AF/IV
5	Well-developed understanding of regulations, procedures and quality standards, and implications of non-compliance	✓		AF/IV
6	Experience of working with relevant specialised equipment, software (Word, Excel, PowerPoint and Project) or procedures	✓		AF/IV

* Minimum requirements of the post and how they will be assessed

** Evidence of criteria will be established from: **AF** (application form), **IV** (interview), **Test** (skills test/prepared question/presentation), **Cert** (certificated checked by interview panel)

7	Proven communication, presentation and interpersonal skills, including web-based, digital and social media	✓		IV/AF
8	Financial training sufficient to work with Finance teams and oversee and manage budgets	✓		AF/IV
9	Development and maintenance of risk registers		✓	AF/IV
BEHAVIOURS/COMPETENCIES				How Tested?***
1.	Drive for Quality: Works to and sets stretching goals			IV
2.	Strategic Thinking: Anticipates emerging organisational needs and manages current situations accordingly			IV
3.	Creativity and Innovation: Seeks to generate a range of innovative ideas when addressing problems or new issues			IV
4.	Developing Self and Others: Promotes sharing of knowledge and expertise among others			IV/AF
5.	Professional Conduct: Adopts a transparent and open approach			IV
6.	Productive Relationships: Solicits input from others when tackling problems or generating new ideas			IV
7.	Effective Communication: Communicates in an engaging and proactive manner			IV
GENUINE OCCUPATIONAL REQUIREMENTS		Essential	Desirable	How Tested?*
1.	Availability to travel within UK including overnight stays		✓	IV/AF
2.	Driving license		✓	IV/AF