

Delivery / Team Lead (Tier 4) – Benefits and costs

Directorate:	Resources
Service area:	Portfolio Management Office
Accountable to:	Portfolio Management Office, Service Manager
Accountable for:	Delivery of the benefits and costs realisation function within the PMO
Politically restricted post	TBC
Delivery teams:	PMO Programme/Project Resource

Context

As the technical specialist you will provide a high level of expertise in your professional discipline of cost management and benefits realisation. You will ensure delivery and transparency with the aim of achieving the service delivery plans and/or commissioning intentions.

You will play an active assurance role working with Change Leads and Commissioners to deliver all projects within the WCC portfolio and our organisational outcomes, concentrating on accurate budgeting and cost management.

The Council is committed to ensuring that its projects, policies and processes are consistent, with accurate cost control and the realisation of proposed benefits. This role will improve capability and reduce risks to the successful delivery of projects. You will ensure benefits realisation is managed by working with programme and project managers to deliver the business case benefits and outcomes. You will develop clear vision and standards and champion the use of best practice benefits management standards, tools and processes. Build strong networks both internally and externally.

To achieve the aims of the PMO, a key responsibility will be to support your team to develop capability, capacity and productivity. This will include support and challenge of your team to continuously improve productivity, efficiency and performance.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

Specific role assignment

Delivery responsibilities	<p>The role of the Costs Benefits Realisation Lead is to:</p> <ul style="list-style-type: none">- ensure the PMO develops and implements an effective approach to cost management and benefit realisation across the projects and programmes that it manages or has oversight of- manage and support a team to develop capability, capacity and productivity. This
----------------------------------	---

Delivery / Team Lead (Tier 4) – Benefits and costs

	<p>will include providing support and challenge to continuously improve productivity, efficiency and performance.</p>
Subject area competencies and capabilities	<p>The Costs & Benefits Realisation Lead role is responsible for identifying, base-lining, profiling, planning, tracking and reporting the benefits. Together with accurate cost profiling and management through the lifecycle of all projects.</p> <p>The role involves developing and then managing the processes and management systems needed to support and govern effective cost control & benefits enablement and realisation to ensure WCC meets its objectives and realises its target quantative and qualitative savings.</p> <p>The role is responsible for embedding and aligning the concept and principles of cost management & benefits realisation and contributes to a change in culture and behaviour across the council in respect of controls and management and to train, educate and mentor where appropriate, those staff directly involved in the delivery of business benefits.</p> <p>The post holder will be expected to manage and support a team to develop capability, capacity and productivity. This will include providing support and challenge to continuously improve productivity, efficiency and performance.</p> <p>1 Develop, implement, champion and review the PMO cost and benefits management strategy, including the provision of tools, processes and procedures that will be used and implemented by project deliverers to ensure a consistent approach to cost and benefit management across WCC projects; ensuring projects are aligned to the strategic direction of WCC;</p> <p>2 Provide expert advice to project delivery teams to help them embed the agreed approach to cost and benefit management. This will include monitoring of benefit realisation plans and benefit review schedules;</p> <p>3 Ensures cost & benefit owners are in place and the costs, benefits are profiled, communicated, understood and being managed; This should include active analysis and management of any variances in costs and benefits set out in the business case.</p>

Delivery / Team Lead (Tier 4) – Benefits and costs

	<p>4 Ensure appropriate reporting mechanisms are in place for cost and benefit management that meet the needs of senior leaders and the corporate centre on cost and benefit management. This should include the design and commissioning of reports and project documentation (e.g. business cases) to ensure reports and documents are fit for purpose with respect to cost and benefits management.</p> <p>5 Provide assurance to the organisation that costs are profiled correctly, benefits are measurable, realistic and achievable and that the risks to the benefits are being effectively managed;</p> <p>6 Attend relevant project and programme boards, service led meetings to provide updates on cost & benefit management and to provide practical advice to support delivery;</p> <p>7 Help develop and embed a continuous improvement approach to cost and benefit management and project delivery.</p> <p>The post holder will be expected to manage and support a team to develop capability, capacity and productivity. This will include providing support and challenge to continuously improve productivity, efficiency and performance.</p>
Statutory responsibilities <i>(if applicable)</i>	None
Specific experience	<p>1 Basic knowledge of Cost management & Benefits Realisation methodology with 1 years + experience in a relevant field e.g. Business Analysis or Financial Accounting</p> <p>2 Demonstrable experience of the development of benefits management strategies, techniques, processes and tools;</p> <p>3 Demonstrable experience of cost analysis methods, mapping and benefit profiling tools;</p> <p>4 Proven record of stakeholder engagement and working directly with Executive Teams, Senior Responsible Owners and Corporate Finance;</p> <p>5 Proven track record (at least 1 year) of successfully managing projects.</p> <p>6 Sound knowledge of techniques for planning, monitoring and controlling projects, eg. PRINCE2,</p>

Delivery / Team Lead (Tier 4) – Benefits and costs

	<p>MS Project.</p> <p>7 Experience of using a project management software framework eg Verto.</p> <p>8 Experience of presenting / running training / facilitation workshops</p> <p>9 Experience of working in Local Government or similar organisation.</p> <p>10 Proven track record (at least 1 year) of successfully line managing teams to continuously improve performance.</p>
Specific qualifications/and registration	<p>1 Formal qualification in PRINCE2; or relevant methodology for cost/benefits management³</p> <p>Evidence of further development – education/training.</p>
Budget responsibility	£1,000,000+
FTE responsibility (line management)	10-15 staff
Key stakeholder relationships	<p>Change Leads</p> <p>Programme and project managers</p> <p>Commissioners</p> <p>Service Managers</p> <p>Delivery Managers</p> <p>Frontline staff</p> <p>Customers</p>

Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"> • Deliver in year service plan (1 year) • Effective contract and supplier management • Meet budget, savings and income targets

- Contribute to the operational planning of the service with the commissioning team
- Ensure effective contract management arrangements are in place
- Manage costs down, deliver savings and income targets (as applicable)

Generic Capability	Descriptor
--------------------	------------

Delivery / Team Lead (Tier 4) – Benefits and costs

Performance & standards	<ul style="list-style-type: none">• Statutory compliance• Professional practice• Procedure compliance
-------------------------	---

- Execute the statutory or regulatory duties are in place and delivered across the team.
- Ensure the safe operation of the business and compliance with appropriate regulations and legislation.
- Execute the relevant policies and procedures to ensure the outcomes are delivered.

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none">• Deliver operational performance objectives• Manage the workforce• Deliver continuous improvement plans

- Meet the service key business measures for the service
- Manage costs down through operational improvement
- Manage and allocate resources to meet key business measures
- Use data and insight to improve service performance

Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none">• Workforce development• Workforce planning

- Recruit and ensure effective onboarding of team members
- Retain and attract the required capabilities of the team through effective talent management
- Set and deliver stretching performance objectives
- Undertake annual appraisals with the team
- Undertake regular 1:1 sessions throughout the year to review performance against objectives
- Manage and support teams through organisational change

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none">• Monitors the service performance framework• Effective service design

- Plan, task, deploy and co-ordinate resources to meet changing operational needs as required
- Monitor, plan and review team outcomes ensuring delivery of personal and team objectives
- Hold regular meetings to inform teams of plans, priorities, budgets and expected outcomes
- Identify the capacity of the delivery team through effective workforce planning.
- Develop and implement integrated working across teams

Delivery / Team Lead (Tier 4) – Benefits and costs

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none">• Deals with performance issues• Maintains business continuity• Role model of how we work principles

- Maintain business continuity in the event of service disruption
- Effectively addresses performance issues within the team
- Enable the team to work in a high performance culture
- Act and operate corporately across WCC adopting the one council approach
- Act as a positive role model for WCC's values and behaviours at all times
- Represent the interests of the Council on external bodies and networks

Delivery / Team Lead (Tier 4) – Benefits and costs

WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



Our Behaviours



Strategy... the direction we will take to achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan, purchase and monitor our services



Strategic Commissioning... the process for understanding, planning and delivering services to achieve the best outcomes



Operational Commissioning... the process for meeting need at an individual level or to a specific group



Delivery... providing services to our customers

