

Terms of Reference for Project Manager Pay Band 2

BACKGROUND

About the programme

The aim of the programme is to encourage connections between people and organisations in the UK and Russia, in order to lay the foundations for a more positive relationship in the future. It will support a range of projects bringing together the people of the UK and Russia to build and sustain connections in a variety of priority areas, including: the arts, culture, education, science, climate change and shared history. These projects will build strong, lasting connections, and lead to active cooperation and the sharing of expertise and in a variety of sectors.

The expected programme outcomes are:

- **Outcome 1:** Sustained links and networks between a broad range of UK and Russian peoples in priority areas of mutual interest;
- **Outcome 2:** Participants and audience members from both the UK and Russia have increased interest in and desire for opportunities to collaborate in priority areas of mutual interest;
- **Outcome 3:** The UK's arts and culture offering has an improved reputation in Russia and a sustained network exists to continue collaboration and support cultural exports from the UK to Russia;
- **Outcome 4:** Increased attractiveness of the UK as a scientific partner and strengthened reputation as a leader in priority scientific topics;
- **Outcome 5:** Increased awareness of the 26th Conference of Parties to the UN Framework Convention on Climate Change (COP26), the role of the UK as President of COP26, and climate change issues amongst the Russian public, improved readiness of Russian civil society and experts to contribute to national and regional climate policy debates and increased capability of Russian non-state and sub-national actors to implement effective climate policies;
- **Outcome 6:** Russian students and universities have an improved opinion of the UK's educational offer and express increased interest in studying in and cooperating with the UK;

SCOPE OF WORK

Main Tasks and Responsibilities

The Project Manager role is responsible for managing all aspects of the programme implementation and will be supported by Project Coordinator, and will report to Programme Director. The Project Manager will also liaise closely with the project Technical Advisers and the Programme Leads in Russia. This Role Profile may be subject to change during the programme implementation.

Project development and delivery

- Lead in setting up the Project Management Unit in cooperation with Project Director, including project management procedures needed for effective programme implementation.

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- Ensure the programme team receive adequate operational support to conduct all technical activities, including, procurement, recruitment and contracting
- Responsible for the overall project implementation including operational planning, financial planning and management and delivery of project activities.
- Create and maintain an internal project workplan with key milestones and updates.
- Ensure good quality donor financial reports that adequately meet their reporting requirements.
- Implement FCDO and the British Council risk management policy and procedures and assess and manage risk appropriately.
- Support team members in the development of the project strategy, where applicable
- Support the Senior Responsible Owner and Project Director to improve delivery and performance in compliance with Smart Rules, especially financial management, risk management and key supplier management.
- Support the Senior Responsible Owner and Project Director to deliver delivering high quality programming, strengthening external engagement with key partners, and supporting staff to maintain high performance and morale.

Customer/market focus

- Represents the project professionally at stakeholder events and provides excellent customer service to potential applicants and grant recipients.
- Contributes to wider Cultural Engagement work so that the British Council is recognised by external stakeholders and audiences as a respected, credible authority in the field.

Sector/subject expertise

- Contributes knowledge of the project context and best practice in project management
- Works to develop or build upon existing knowledge of the context and stakeholders within the project in order to inform project management practices
- Applies knowledge of best practice in project management to ensure that delivery risks are minimised and projects are delivered on time and to budget.
- Provides proactive advice and support to colleagues, including those overseas, to ensure understanding of the project and support grant projects in delivery.

Relationship & stakeholder management

- Develops trust-based relationships with a range of key practitioners, partners, organisations, opinion formers and stakeholders (in the UK and overseas) to promote the project and the British Council’s cultural relations strategies.
- Builds and maintains excellent relationships with internal partners and stakeholders in the UK and across the global network, to ensure effective, integrated and joined-up delivery of agreed objectives in a complex matrix environment.
- Represents the project as required at stakeholder meetings and events.

Commercial, financial & resource management

- Responsible for monitoring budget expenditures and proposing budget changes to enable full utilisation of project funds
- Controlling implementation of scope and budget changes following approval by the SRO
- Reviewing financial reports, client invoices and supporting documentation before submission to client

Leadership & management

- Building programme management capability – through effective staff coaching and mentoring. Providing leadership on programme management and supporting other advisory and programme staff with a focus on prioritisation, quality, and pace, encouraging stretch and collaborative team working to deliver corporate and cross-office priorities.
- Contributes actively to the effective decision-making and project planning.
- Work closely with PMU team, Technical Advisers, Programme Leads in Russia to review lessons from the overall programme and incorporate lessons learned as appropriate

Risk & compliance

- Lead risk management in a complex environment, drawing on the FCDO and British Council risk management framework.
- Ensures that project is delivered in line with BC quality standards and Project Management methodologies, including corporate KPIs, governance requirements and communications, EDI (Equality Diversity and Inclusion), anti-racism and Gender Equality targets.
- Ensures that project is delivered in line with CSSF framework agreement requirements
- Deploys technical and/or commercial experience to identify project issues and identify potential solutions or improved ways of working to address them, escalating where necessary.

Equality, Diversity and Inclusion

- Working with colleagues to ensure that all aspects of the project and ways of working are underpinned by the British Council’s Equality, Diversity and Inclusion strategy.
- Proactively seeking ways to ensure increased access and inclusivity, using EDI tools where appropriate.

REQUIREMENTS

Education: Relevant degree level qualification or at least five years’ project management working experience.

Language and skills: Fluent written and spoken English.

Professional Experience:

- Proven experience managing successful delivery of donor funded projects.
- Core experience of delivery in project and programme environments, with an understanding of delivery/change methodologies, processes, techniques and common challenge.
- Ability to work across multiple levels of an organisation and take the lead with large, diverse and remote project teams.
- Experience of developing relationships with a wide range of stakeholders to increase engagement with a project or programme.
- Previous working experience on UK government funded projects would be an advantage.

REPORTING REQUIREMENTS

The Project Manager is obliged to report to the Project Director.

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At the end of each month, the expert will submit a time sheet including the actual number of days spent and brief description of the activities and tasks performed. The timesheet will be a base for payment, and it needs to be approved by the Project Director.

All reports should be submitted in English.

The timing of deliverables and their detailed content will be agreed with the Project Director.

DURATION OF ASSIGNMENT

It is expected that the assignment will commence no later than August 5, 2021. The Project Manager Expert is expected to work up to 135 working days from the start of the assignment, until 31st March 2022.

LOCATION

Flexible. Remote working.

DEADLINE FOR APPLICATIONS

All interested candidates are invited to send their CVs by 28 July, 2021 (23h CET) on the following e-mail address: Katarina.Cezek@britishcouncil.rs