



Role Profile

The Role			
Role Title:	Programme Lead	Reporting to (job):	Chief Executive, RSPCA Assured
Legacy job titles covered by this role profile:	new role	Jobs that typically report into this role:	none
Function / Org Unit	RSPCA Assured	Job Number:	
Base and travel	Hybrid - home based and southwater	Band (to be assigned by Reward)	
Role Dimensions			
Number of direct reports	none	Manager/Individual Contributor:	Individual Contributor:
Number of dotted line reports	none	Budget (Operating/Capital)	£500k
Total No of Reporting Staff (include all direct and indirect reports)	None	Decision Making Authority & Responsibility for Resources	Responsible for recruiting and line managing external resources required to ensure the successful implementation of the strategic review. Will provide the Steering Committee with recommendations based on well evidenced rationale and change modelling experience.
Working Environment	Hybrid - home based and Southwater		

Role Purpose

Reporting into the Chief Executive, the Transformation Lead plays a key role leading our pivotal programme of change at RSPCA Assured. You will deliver a large complex programme of work, successfully delivering the benefits and outputs of the relevant projects to implement change across the organisation.

The role manages and creates proactive, enthusiastic and delivery orientated project teams within a matrix reporting structure. It builds and sustains key stakeholder relationships, takes ownership of project delivery and assesses business satisfaction with delivered results.

The role controls and reports on programme/project deliverables, progress against milestones agreed by both the RSPCA and RSPCA Assured Board. It also manages programme resources, exposure to risks and issues and key dependencies within and outside the organisation.

Principal Accountabilities

- Overall performance of the RSPCA Assured Transformation Programme, comprised of multiple projects
- Ensuring there is an appropriate and effective programme framework in place that is compliant with the RSPCA Portfolio Management Office processes
- Maintaining a comprehensive programme plan that is accessible and understood by all key audiences
- Control all aspects of the projects from inception to implementation. Monitor and report on progress through all stages of delivery, from definition to transition to live operations.
- Obtaining critical insights from the plan and broader organisational activity to influence effective decision making to determine successful implementation
- Building and maintaining an effective benefits realisation plan
- Securing resources and expertise from the organisation, the RSPCA and external as required
- Attend Leadership Team meetings and Board meetings to report on the progress, finances, risks and issues
- Attending programme and project level steering groups and meetings as applicable to drive performance
- Working closely with the RSPCA Portfolio Management Office to ensure interdependencies are effectively managed
- Identifying and managing risks to the programme and any emerging issues
- Managing the programme budget
- Quality assurance of programme plans and deliverables
- Ensuring there is an effective reporting system for the Board, RSPCA PMO and the leadership team
- Creating and leading a high performing and collaborative team
- Provide strong leadership to project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.

	<ul style="list-style-type: none"> ● External engagement with stakeholders on behalf of the organisation to further or represent the programme as required <p>Whilst at work, all staff are required to:</p> <ul style="list-style-type: none"> ● Take care of their own health and safety and that of others who may be affected by their acts and omissions. ● Cooperate with RSPCA policies and procedures for health and safety.
Key Interfaces	RSPCA and RSPCA Assured leadership including CEO's, Directors, Assistant Directors and Heads of Departments.
The Person	
Personal Attributes and Key Competencies	<ul style="list-style-type: none"> ● Demonstrably positive and tenacious approach to problem solving. ● Valid driving licence ● Comfortable to work around dogs in the office. ● Ability to quickly absorb and understand new concepts. ● Ability to think of creative solutions to business issues. ● Collaborative approach to project management. ● Ability to establish and maintain relationships with senior management. ● Ability to adapt quickly to a new environment/situation. ● Ability to quickly gain credibility with a new audience. ● Process driven, autonomous and an organised completer/finisher. ● Dynamic personality, capable of engaging a wide audience during facilitated sessions. ● Excellent and articulate oral and written communication; must be able to adapt the style for varied audiences.
Essential Key Skills, Qualifications & Experience	<ul style="list-style-type: none"> ● Degree level or equivalent professional experience ● Certification in an industry standard project management methodology ● Substantial project management experience. ● Proven successful delivery of complex enterprise wide change management projects. ● Experience of running projects for multiple business functions. ● Extensive experience of stakeholder management, identifying, addressing and resolving differences between individuals and/or interest groups. <ul style="list-style-type: none"> ● Proven experience leading a project team through matrix management. ● Experience of using project management tools to manage development activity. ● Experience in controlling, reconciling and reporting on projects.

	<ul style="list-style-type: none"> ● Experience of analysing complex data to produce useful management information. ● Experience of using work packages. ● Considerable experience of working and communicating at a strategic level with key stakeholders in order to build successful relationships and navigate top level politics, with evidence of managing by influence to achieve successful outcomes to complex business problems and proven experience of ensuring that projects remain viable and aligned to scope and strategy. ● Demonstrable ability to create project documents. ● Proven ability to implement and follow control procedures. ● Proven presentation skills. ● Proven ability to communicate with resources at all levels. ● Ability to make sense of complex situations, rapidly prioritise issues and provide conscious outputs. ● An analytical yet pragmatic approach to problem solving. ● Extensive ability to use Google to create and edit documents, spreadsheets, emails, project plans and presentations. ● Accounting and budgeting experience and the ability to compile, consolidate and analyse data.
Desirable Key Skills Qualification & Experience	<ul style="list-style-type: none"> ● Degree level in related discipline ● Certified in an industry standard testing methodology. ● Certified in requirements analysis ● ITIL qualification ● Experience managing enterprise change projects in a charity. ● A genuine interest and passion for animal welfare ● demonstrably positive and tenacious approach to problem solving. ● Ability to quickly absorb and understand new concepts including creative solutions to business issues. ● Collaborative approach to project management. ● Ability to establish and maintain relationships with senior management. ● Ability to adapt quickly to a new environment/situation. ● Process driven, autonomous and an organised completer/finisher. ● Excellent and articulate oral and written communication; must be able to adapt the style for varied audiences.
Personal commitment to:	<ul style="list-style-type: none"> ● Adhere to the Society's charitable objectives, which are to promote kindness and prevent or suppress cruelty to animals. ● Take care of their own health and safety and that of others who may be affected by their acts and omissions. ● Uphold the RSPCA's core values ● Cooperate with Society policies and procedures ● Understand and comply with any Society Code of Conduct.
RSPCA Core Values	<p>Our values for our employees, volunteers, trustees, branches and future members of our Community Engagement Programme guide everything that we do.</p> <p>They also guide how we work to rescue and care for animals and how we work with individuals, families, communities and other organisations.</p>

	<p>We are compassionate: we care deeply about the lives of animals, we have empathy for people, we act with kindness and consideration at all times</p> <p>We are inspirational: we are life changing, we inspire by taking the lead, we speak up when others don't, we take brave decisions, we change animals' lives for the better.</p> <p>We are committed: we never give up, we have energy and determination, we rescue animals from cruelty and neglect, giving them new opportunities and supporting others in doing so, and advocate for all animals at risk of harm.</p> <p>We are expert: we have expert knowledge which we willingly share, we act on the basis of evidence, we underpin our decisions and actions with science, data and experience.</p> <p>We act with integrity: we are honest and trustworthy, we act with integrity, we do what's right.</p>
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Creation and Authorisation		
<i>Statements in this Role Profile are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>		
Profile written by: Clive Brazier		Date:
Approved by (operations):		Date:
Approved by (HR): Lauren Burnett	Role: HR BP	Date: 13/12/2002
Date Job last evaluated:		