

Job description

Job title: Operations and Planning Manager – Policy and Programme Strategy (PS2)

Job location: UK

Reports to: Operations and Planning Director – Policy and Programme Strategy (PS2)

Responsible for: Operations and Planning Coordinators (x 2) and Operations and Planning Assistants (x 2)

Department: Policy & Strategic Programme Support (PS2)

Job purpose

Working closely with the Operations and Planning Director and Director of Policy and Programme Strategy, manage the day to day coordination of operational activities and projects within the PS2 Department. Leading the delivery of agreed Organisational and Departmental processes and systems and supporting the PS2 Management team.

Principal accountabilities:

1. Manage the effective implementation of operational activities for the PS2 department to include annual financial forecasting, planning and reporting processes, annual transparency and accountability reporting, annual SIM card objective progress reporting, quarterly CEO and Council reporting.
2. Line manage the Operations and Planning Coordinators and the Operations and Planning Assistants to deliver a centralised and coordinated administration function for PS2 teams, including Policy and Global Advocacy, Research, Global Technical Leads, Institutional Funding, Media and Communications. Provide appropriate cover for the Operations and Planning Director while out of office.
3. Management of PS2 led systems and processes including portfolio investment and decision making (ROAR), SIM indicator monitoring, coordination of thematic Quality Standards assessment, working cross organisationally with teams in the Finance & Performance department. Lead the day to day management of the Project Design Process (PDP) including the development, collation and dissemination of PDP tools and materials. Manage inputs from teams across the PS2 and F&P departments into portfolio planning and monitoring systems and processes.
4. Coordination of project design through the PDP process, working with funding teams, technical programme teams (GTLs, MEL, PGA, Research) to ensure projects designed through the PDP meet agreed organisational requirements.
5. Manage specific projects within key programme/department areas, including development of the annual inclusion report, thematic strategy refresh process, coordinating the design of Sightsavers led projects under Disability Inclusive Development programme, managing the annual programme meeting, coordination of Research Centre set up, development and dissemination of strategic documents and publications, including internal and external dissemination of good practice learning.

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder entry requirements - *the essential knowledge, skills and behaviours required*

Knowledge (education and related experience):

- Educated to at least degree level, or equivalent work experience.
- 3-5 years' experience gained within the international development sector or equivalent.
- Demonstrable experience in project management; ability to manage large, complex pieces of work and to produce key deliverables on time.
- Understanding of the international development/not-for-profit sector.
- Experience in understanding and responding to the complexities of working across multiple countries and continents in an international development organisation.
- An understanding of and commitment to equality of opportunity for people with disabilities.

Skills (special training or competence):

- An understanding of programme management challenges in a development context.
- Ability to build effective cross organisational relationships, including leading teams
- Excellent planning and organisation skills with the ability to multi-task
- Sound knowledge of Microsoft Office products, particularly Excel, and experience of manipulating data.
- Demonstrated ability to effectively prioritise work in a high pressure environment working to competing deadlines
- Excellent written and verbal communication skills
- Other languages an advantage
- Strong interpersonal and relationship building skills
- Able to travel for up to 12 weeks per year

Core behaviours:

- Communicating and influencing
- Team working
- Planning and organising
- Change and improvement
- Decision making
- Delivery and implementation

Key relationships

Internal

- PS2 Programme and Operations Director
- Director, PS2
- Strategic Programme Innovation and Development, Evidence and Research Directorate
- Policy and Global Advocacy Directorate
- Institutional Funding Directorate
- Global Technical Leads
- Regional and Country Directors

- Programme Monitoring Systems Team
- PPR team
- Communications

External

- Relevant external partners and stakeholders in the thematic sectors

Date as of: August 2019