

**Job Title**: Centre of Excellence Frameworks & Standards Manager

**Department:** Corporate Programme Office

**Reports to:** Principle of Centre of Excellence

**Direct Reports:** None

**Location:** Activity Based – On Site

**Contract Type:** Permanent

**Grade:** 5

**Main purpose of the job**

To provide expert advice and leadership in the development and implementation of frameworks and standards within the Centre of Excellence, ensuring high-quality project delivery and continuous improvement across the organisation.

**Responsibilities**

**Specific**

* Expert Advice: Provide expert advice in one or more specialist areas to inform decision-making, resolve difficulties, and shape standards and approaches across the function. Use expertise to develop solutions to complex functional problems, contribute to management reviews, and support functional strategies. This may involve supervising other professional or administrative staff.
* Professional Development: Advise on the development of other professionals within your area of specialisation, including skills and competencies development, recommending courses and qualifications, and leading training sessions. Show commitment to your own professional development and build a wide range of industry links.
* Reviews: Provide expert advice in specialist areas during project reviews, peer reviews, peer assists, and stage gate reviews.
* **General** 
  + Act in line with the behaviours and values of the organisation.
  + Manage your own performance to be accountable for meeting individual, team, and corporate objectives.
  + Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds.
  + Actively demonstrate the organisation’s customer service standards expected of your role.
  + Follow and contribute to the improvement of operational and team processes and procedures.
  + Assist with the preparation and delivery of the team’s objectives, budgets, and financial records.
  + Identify opportunities and implement changes leading to team development, system improvement, and ensuring good value for money.
  + Maintain and develop positive stakeholder relationships to promote the organisation and assist it in meeting its objectives.
  + Support research and development projects.
  + Ensure that the organisation’s statutory responsibilities are effectively discharged.
  + Carry out any further reasonable requests from your line manager.

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Mining Remediation Authority’s business priorities | **X** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **X** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **X** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **X** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Mining Remediation Authority, to achieve results | **X** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **X** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **X** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **X** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **X** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **X** |

**Person specification**

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| **Job Title:** Centre of Excellence Lead **Department:** Corporate Programme Hub | | |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | Project Management Qualification (APM, Prince 2, Praxis) | MOP, P30 , MSP |
| **Experience and Knowledge** | Experience of delivering Projects or delivering activities within a PMO  Strong Risk, Benefit, Planning and Business Case Skills | Ability to design and implement training programs to upskill employees. |
| **Skills and Abilities** | Ability to drive cultural change and encourage adoption of best practices.  Strong change management skill  Excellent communication skills to engage with executives, teams, and external partners.  Strong collaboration and influencing skills to drive alignment across business units. | Ability to measure and report on CoE impact through KPIs and performance metrics.  Capability to mentor and develop talent within the CoE. |