### Job Description Ref no:

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|  | Role Profile |

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| Job Title | **Head Programmes** | | | |
| Directorate or Region | South Asia | | Department/Country | Programme Delivery, Sri Lanka |
| Location of post | Colombo | | Pay Band | PB7/Grade F |
| Reports to | Country Director | | Duration of job | Indefinite Contract |
| ***Purpose of job:***   * To co-ordinate British Council Sri Lanka’s overall Programmes portfolio, with direct leadership of the Education and Society SBU within the regional context and framework * To assist Country Director (CD) on the strategic development, coordination, delivery and reporting of all education and society, arts and English programmes and activities in Sri Lanka in support of the British Council’s (BC) global, regional and country strategies. * To assist positioning of BC and the UK as the partner of choice for local and UK stakeholders.   ***Context and environment:***  The purpose of the British Council is to create international opportunities for the people of the UK and other countries and build trust between them worldwide. The Sri Lanka programme must reflect this purpose and provide a balance of benefits to UK and to Sri Lanka and of Full Cost Recovery and Grant and Partner Funded activity to support our current status and demonstrate mutuality. In line with recent strategic guidance from the centre, Sri Lanka will need to achieve greater impact through increased scale, influencing systemic change and demonstrating benefits to other UK partners.  ***Accountabilities, responsibilities and main duties:*** *(including people management and finance)*   * Oversee the performance of all projects in Sri Lanka in terms of both finance (income, in-kind income and expenditure) and impact (including Scorecard). Ensure that projects profile correctly and keep to profile throughout the year. * Act as the main point of contact for the region – and especially with Director Programmes & Partnerships South Asia for all generic and high level programmes related issues * Contribute to all regional and corporate planning processes to ensure completion within given deadlines * Work with Director Programmes & Partnerships South Asia to monitor and evaluate projects through a programme of strategic reviews of the projects in Sri Lanka and their relevance to market needs. * Working with the Marketing and Communications Manager, ensure regular coverage of Sri Lanka programmes in global and regional internal and external communications and contribute to any regional marketing and communication initiatives. * Working closely with the Partnership and Innovations Team and all the SBUs, develop sustainable partnerships plans and a strong digital component for all our programme work in Sri Lanka * Work closely with the Head Partnerships and Innovation and with the Regional FCR Director for South Asia to ensure there is a strategic focus to our FCR pursuit and delivery * Working closely with regional Head Schools and Regional Director Society, provide strategic leadership and guidance to the relevant programme managers in Sri Lanka in devising and implementing the programmes * Provide feedback to the regional and country HR on the Learning and Development needs of programme/project staff in Sri Lanka. * Team Leadership * Active member of the Strategic Management Team   ***Key relationships:*** *(include internal and external)*  Internal – Country sector SBU leads, Partnerships & Innovations and Marcoms teams, Regional/HQ Programmes network, Digital Delivery team.  External – key government ministries, academic officials, school department heads, public sector departments  ***Other important features or requirements of the job*** *(e.g. travel, unsocial/evening hours, restrictions on employment etc)*  Occasionally, the post-holder is required to put in extra hours depending on the urgency of work, attending official visits or delivering high quality events including Kandy and Jaffna. | | | | |
| Please specify any passport/visa and/or nationality requirement. | | Sri Lankan citizen or in possession of a valid work visa to work in SL | | |
| Please indicate if any security or legal checks are required  for this role. | | Under our Child Protection agenda, the post-holder may be required to obtain a Police Report within 3 months of securing this job. | | |

### Person Specification

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|  | **Essential** | **Desirable** | **Assessment stage** |
| **Behaviours**  *See The British Council* [*Behaviours Guide*](file:///G:\Shared\Human%20Resources\Recruitment%20procedures\Behaviours\New%20behaviours.pdf) *for details* | Only the first three behaviours will be used for Recruitment & Selection  Shaping the future (more demanding)  Making it happen (more demanding)  Creating shared purpose (more demanding)  Connecting with others (more demanding)  Being Accountable (more demanding)  Working together (more demanding) |  | Short listing OR Interview |
| [**Skills**](file:///G:\Shared\Human%20Resources\Recruitment%20procedures\Generic%20skills) **and Knowledge** | Project & Contract management (level 2)  Financial planning and management (level 2)  Business Management & Development Level 2 (esp. managing relationships, resource management, M&E) | Communications Skill (level 2) | Short listing  and/or Interview  Short listing  and/or Interview |
| **Experience** | Proven experience and engagement in managing programmes and of leadership/team management |  | Short listing  and/or Interview |
| **Qualifications** | Relevant professional qualification or equivalent work experience |  | Short listing and/or interview |

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| Submitted by Line Manager | Country Director | Signature & Date | May 2014 |
| Post-holder |  | Signature & Date |  |

**Guidance on Preparing a Role Profile**

**(a) Job Description**

Complete the job description section of the role profile

Purpose of job – What is the overall aim of the job? Why does it exist? (One or two sentences are usually enough for this).

Context and Environment – what does the department do? Which region does the job sit in? Are there any particular challenges or attractions of the region or area? Is it part of a team, if so how big is the team and where does the job fit? Who does it report to?

Accountabilities, Responsibilities and Main Duties

**Accountabilities -** results for which the post holder is held accountable not necessarily tasks they perform themselves. More senior roles often have more accountabilities as they deliver results through others.

**Responsibilities** – what actions or tasks is the job holder responsible for? e.g. management or administration of finances, managing people, delivering or contributing to organisational targets, delivering own or others work to agreed standards

**Main Duties** – the main specific duties that job holder has to do in order to meet the responsibilities e.g. project planning, budget planning, event co-ordination, teacher recruitment. This is not meant to be an exhaustive list of all the tasks in a job, just the main ones. If there are one or two duties which form the major part of the job e.g. reconciliation of payments for a finance role it is helpful to indicate what percentage of the job these activities take up.

Key Relationships

What people or organisations (internal and / or external) does the job holder have to interact with or influence and to what level? For example an Events Co-ordinator might have to maintain relationships with venue providers and participants externally and managers and PAs internally.

Other important features or requirements of the job – are there significant or unusual demands which are essential to the job e.g. unsocial / evening hours, international travel etc? Please be as specific as possible on these and only include those which are **essential**. **(b) Person Specification**

Complete the person specification section. As part of the role profile, it is used for recruitment purposes only. It sets out the selection criteria used for short listing and interview i.e. nature and level of the skill, knowledge and behaviour which will be assessed. These criteria are classed as either essential or desirable. Essential criteria are always used in assessment. Desirable ones are used to enable selection for interview where more than five candidates meet the essential criteria. Candidates who have declared a disability and who meet the essential criteria are always interviewed.

To increase opportunity while minimising bureaucracy and the amount of work for applicants and recruiting managers, no more than eight criteria should be listed as essential under the headings of behaviours, skills & knowledge and experience. We recommend that a maximum of four desirable criteria can be added.

**Behaviours** – List all 6 Behaviours ([link attached](http://intranet.britishcouncil.org/hr/Performance_Development/Documents/BC_Behaviours.pdf)) and identify those – we suggest no more than four - which you propose to use as part of the selection criteria and specify the required level i.e. essential, more demanding or most demanding. In the interest of minimising bureaucracy, please remember that you can choose to assess Behaviours at interview only, thus streamlining the application and short listing stage.

**Skills and Knowledge** – Select required skills and level from the list of Generic Skills [(link attached](http://intranet.britishcouncil.org/hr/Performance_Development/Pages/Behaviours_guidance.aspx#Documents)). Guidance is no more than two - for example project and contract management, financial planning and management. Specify any additional knowledge requirement (this may be not always be applicable) for example, knowledge of employment law.

**Experience** – What is the minimum experience (work or otherwise) which is required or desirable for the job for example, leading a dispersed team, implementing a new system or policy, working in the public / private sector.

**Qualifications** - Please list the minimum qualifications or equivalent required for this role. Sometimes the "equivalent" could be practical experience or a local qualification or other similar accreditation. Qualifications should only be listed as essential if absolutely necessary for the job.