

## Role Title

**Lead Consultant - Education and Society (Transform Programme Management) Sri Lanka**

## Role Information

Role Type	Pay Band	Location	Duration	Reports to:
<b>Fixed term contract</b>	<b>PB7 /Grade F (CA)</b>	<b>Colombo</b>	<b>2 years</b>	<b>Director English and Education</b>

## Role purpose

The Consultant will be responsible for providing programme management support of a larger programme/ project and/or a number of small projects and/or part of a critical enabling area of work, in this instance Transform. S/he could have essential level skills, knowledge and technical expertise in a sector field, M&E, contract management, capability building and/or business analysis as well as Programme/Project management expertise.

The Consultant will support internal capability growth and will support business development through sharing knowledge and may contribute to writing parts of bids and/or internal proposals or business cases. S/he requires a track record in developing and delivering projects or paid/internal services.

All Consultants need to grow essential level business and commercial acumen skills and will support the flexible workforce.

## About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

## Main Accountabilities:

### **Project Delivery and Management**

- Applies knowledge of area of expertise/sector to advise, change, transform and deliver outcomes
- Articulates key messages, risks and issues to senior consultant, clients and stakeholders
- Undertake research
- Manages small teams and work plans to deliver output and financial targets and to ensure global standards are met. This includes compliance with the project management standards, contractual obligations and alignment to corporate policies.

### **Business Development**

- Supports the management of positioning events
- Works as part of a bid team and contributes to technical and/or commercial proposals for bids & business cases including writing track record, contributing to costing and pricing models, writing BC capability statements, sourcing consultants & Team Leaders, designing aspects of delivery models, contributing to a M&E approach/framework, negotiating pre-contract agreements with partners etc.
- Manage some suppliers and consultant relationships

### **People Management**

- Supports the professional development of team members in the matrix
- Effectively line manage reports including creating a positive, inclusive and customer focused work environment, acting as a role model by applying British Council policies and principles as appropriate and actively managing performance and engagement

### **Commercial Business Management**

- Produces business performance reports (such as income, cost management, results and impact, risks etc) as required for the Transform programme and/or projects.
- Responsible for high level oversight of the Income & Expenditure accounts for Transform Programme and/or projects
- Supports the completion of Management Control Checks

### **Content/thought leadership**

- Representing British Council's perspective in relevant external fora
- Contribute to briefings on current and emerging matters in area of expertise, supporting detailed analysis, research, sector knowledge and content to proposals

### **Continuous improvement**

- Applying areas of expertise to build capability, share good practice and support improved performance
- Using evidence and learning to inform future practice

## **Key Relationships:**

- Local, regional and global stakeholders
- All EEAS colleagues
- Team leaders/ associates
- Customers
- Technical experts
- Analogue organisations
- Externally contracted consultants
- Volunteers and interns if appropriate
- Client and partners including relevant Ministry contacts
- Bid teams

### Role Requirements:

Threshold requirements:		Assessment stage
<b>Passport requirements/ Right to work in country</b>	Candidates are expected to have researched whether they have the right to live and work in the country in which the role is based. Given that our offices have different legal status depending on the work we do in those countries, we recommend that you contact HR in country for additional information on the likelihood of securing a visa. Only at its discretion will the British Council provide support so please check first whether visa support is offered.	Initial screening/Pre-Shortlisting
<b>Direct contact or managing staff working with children?</b>	Yes - indirectly through third parties	N/A
<b>Security or legal checks required for this role</b>	<p>The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989.</p> <p>Under our Child Protection agenda, the post-holder is required to obtain a Police Report, Medical report, three reference checks, three forms of ID and original qualifications prior to appointment.</p>	
<b>Notes</b>		
Person Specification:		Assessment stage

Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>English at proficiency level</p> <p>First degree or relevant experience</p> <p>Certified Project Management Associate (Level D) (APMP – UK equivalent) awarded by a recognised PMP (Project Management Professional) body such as IPMA (International Project Management Association)</p>	Masters with specialism in Project Management	Initial screening /Pre-Shortlisting
Role Specific Knowledge and Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<p>Project or Programme management experience</p> <p>General knowledge of the education issues and the opportunities in Sri Lanka and /or the UK.</p> <p>Knowledge of the key organisations, operating in Sri Lanka and/or the UK</p> <p>Experience of M&amp;E</p>	<p>Substantial experience of programme or project management</p> <p>A range of contacts working in Education and/or in Government circles</p> <p>Good understanding of UK education systems</p> <p>Application of a well-developed sense of business to prioritise and carry out daily activities.</p> <p>Seen as a role model of others</p> <p>Helps implement the new flexible resource.</p> <p>Looks outside of organisational 'silos' to identify what resourcing combination will deliver the best results.</p> <p>Helps build capability in the project team</p>	Shortlisting and/or interview
British Council Core Skills		<i>Assessment Stage</i>

<b>Managing people</b> (level 2 – supervises a small team): (may not be needed)	Shortlisting
<b>Managing projects</b> (level 3 - Leads smaller projects)	Shortlisting/ interview
<b>Communicating and influencing</b> (level 3 - Is creative and adaptable in communications)	Not for recruitment
<b>Planning and organizing</b> (level 2 – Plans ahead)	Shortlisting/ interview
<b>Analysing data and problems</b> (level 2 – Uses data)	Interview
<b>Managing finance and resources</b> (level 3 - Supports budget management)	Shortlisting /interview
<b>Using technology</b> (level 2 – Operates as an advanced user)	Not for recruitment
<b>Managing risk</b> (level 2 – Supports a risk management culture)	Interview
<b>Developing business</b> (level 3 - Develops viable business)	Not for recruitment
<b>Managing accounts and partnerships</b> (level 2 – Works with stakeholders and partners)	Shortlisting/ interview
<b>British Council Behaviours</b>	<b>Assessment Stage</b>
Behaviours assessed during interview stage of recruitment process <ul style="list-style-type: none"> <li>• Connecting with Others (More demanding)</li> <li>• Being Accountable (More demanding)</li> <li>• Making it Happen (More demanding)</li> <li>• Working Together (More demanding)</li> </ul>	The position holder will be required to demonstrate all six behaviours, on the job. These will be assessed during year end performance evaluations.
Behaviours not assessed during recruitment process <ul style="list-style-type: none"> <li>• Creating Shared Purpose (More demanding)</li> <li>• Shaping the future (More demanding)</li> </ul>	Behaviours to be assessed during the interview stage of recruitment are mentioned.
<b>Prepared by:</b> Country Director	<b>Date:</b> July 2019