

Section A: Job Details	
Reference Number:	CPA UK DEC 2024
Campaign Type:	Concurrent
Job Title:	Strategic Lead, UK Overseas Territories Project International Partnerships Team
Payband:	B1
Pay Range:	£41,340 (entry level) - £47,975 (maximum) per annum <i>Appointment is normally made at entry level</i>
Reports to:	Head of International Partnerships Team CPA UK
Number of Posts:	1
Hours:	Full-time (35 hours p/w)
Contract Type / Duration:	Linked to maternity cover – Likely to start Mar 2025 for a minimum of 6 months with the possibility of extension
Date of Issue:	December 2024
Closing Date for Applications	Sunday 12 January 2025 11.55pm
Likely Interview date	W/c 27 January and most likely 28 or 30 January 2025

Section B: Scope of the Role
<p>CPA UK works on behalf of both Houses of Parliament and the wider CPA to provide resources, support and peer to peer learning for parliamentarians throughout the Commonwealth. CPA UK is headed by a Chief Executive who is Secretary of the CPA UK Branch and Regional Secretary to CPA British Islands and Mediterranean Region. CPA UK is organised into three teams to plan and deliver its work. CPA UK is funded by the Houses of Parliament and leverages additional external funding for strategically aligned projects.</p>



For further information about CPA UK work please see www.uk-cpa.org

Since 2016, in partnership with the National Audit Office (NAO) and Government Internal Audit Agency (GIAA), CPA UK has been the lead organisation in delivering the UK Overseas Territories Project (UKOTP). Phase I of the Project was a four-year, multi-stakeholder programme supporting good governance and oversight of public finance in the United Kingdom Overseas Territories (OTs). The project offered practical advice and support to international legislators and officials in building the capacity of supreme audit institutions, internal audit units and public accounts committees (PACs) to enable effective public financial oversight. The second phase of the project builds on the successes of Phase I and seeks to address remaining challenges. More ambitious in scope it includes increasingly more work in the area of governance, including on legislative oversight and electoral reform.

The UK Overseas Territories Project is funded by the Foreign Commonwealth and Development Office (FCDO) under the Overseas Territories and Polar Department's (OTPD) International Programme. The funding cycle for Phase 1 run from March 2016 until March 2020. The funding for Phase 2 runs from April 2020 to March 2025. Funding will be requested for an additional year to March 2026 with opportunity to plan for a further multiyear project.

This role sits within the International Partnerships Team at CPA UK. The Strategic Lead for the UKOTP is responsible for and leads the strategic development and implementation of the Project overseeing and coordinating the planning, delivery, monitoring, and evaluation of the project. The post holder will also be responsible for managing programme expenditure against budget and reporting to the Head of International Partnerships, CPA UK's Chief Executive, the FCDO and to a Project Board made of senior stakeholders. The project is currently delivered by a team of 4 staff. With CPA UK as lead Consortium partner, they are responsible for managing the relationship and contributions of the two external partners on the project as well as sustaining and managing relationships with parliamentary, national and international stakeholders. This role requires a high degree of initiative and autonomy and has the responsibility of managing complex relationships with senior project partners and beneficiaries in often sensitive contexts.

Key Internal Relationships – including

- Directorates, Committees (particularly the Public Accounts Committee), Clerks, Inter-Parliamentary Relations Office, All Party Parliamentary Groups, British Group of the Inter-Parliamentary Union, and organisations in both Houses of Parliament
- Members of both Houses and their staff
- Speakers' Office
- CPA UK Thematic Leads and Regional Programme Managers

Key External Relationships – including



- National Audit Office
- Government Internal Audit Agency
- Government Departments – FCDO Overseas Territories and Polar Department including overseas Governor’s Offices
- OTs Legislatures
- OTs Electoral Commissions or Offices
- Legislatures in Devolved Nations and Crown Dependencies
- International organisations such as the CPA HQ
- Suppliers and contractors

Management Responsibility

- 2 grade C Programme Officers
- 1 grade D Project Assistant

This includes:

- Operational line management, through CPA UK performance management framework ‘coach & focus’ and supporting learning and development.
- Performance management as needed.
- Recruitment as required.

Additional Information regarding the Post

Location	<p>The post is based in the CPA UK offices on the Parliamentary Estate. Flexible hybrid working arrangements are currently in place and under review. There is an expectation of working at least one day a week in the office. During the first few months, it is likely that you will be required to be in the office more frequently. Mobile and flexible working arrangements are in place. UK and international travel may occasionally be required.</p>
Hours	<p>The standard working week is 35 hours with one hour unpaid for lunch. Some evening, weekend and occasional public holiday working will be required in support of CPA UK programmes.</p> <p>Annual leave – 35 days per financial year, of which 5 days are to be taken over Christmas and 2 days at Easter.</p>
For Further Information	<p>Visit www.uk-cpa.org</p>



Section C: Job Specification

Strategic Planning and Programme Management

- Plan, develop and deliver the UKOTP strategic and business planning, seeking advice and guidance from the Chief Executive and Head of International Partnerships at CPA UK, the FCDO Overseas Territories Polar Directorate, other stakeholders and with input from project partners.
- Prepare the annual bid and work-plan for the UKOTP mindful of key deliverables and reporting requirements.
- Develop a Monitoring & Evaluation Framework, monitor and evaluate the UKOTP progress across all areas and all territories in accordance with donor requirements.
- Ensure the project maintains its focus on target territories, key deliverables, and indicators in this complex and high-profile area of work.
- Provide leadership, line manage and support the personal development of two programme officers and a project assistant, and coordinate the work of the UKOTP team members in line with CPA UK policies and good practice.
- Coordinate the input and work of stakeholders as necessary including NAO and GIAA.
- Liaise with the wider International Partnership Team and CPA UK team to ensure complementarity in approaches and participation from the Overseas Territories in line with project objectives.
- Be responsible for management and financial reporting of the UKOTP budget (550K+ annually). Provide timely and accurate financial reconciliation and reporting to internal stakeholders, Project Board and to the funder (FCDO).
- Operate effective financial forecasting and financial planning and work in close liaison with the CPA UK Finance Manager and Head of International Partnerships Team for invoicing and ensuring payment from the funder.
- Be responsible for the management and mitigation of risks to the project.
- Together with the Chief Executive, Head of IPT, be aware of opportunities for new and innovative work and look to further pipeline development with other stakeholders.
- Report to the UKOTP management Board made up of senior stakeholders including UK parliamentarians as laid down in the terms of reference.
- Chair the consortium meeting attended by Project partners and occasionally the funder.

Partnerships and Stakeholder Management

- Successfully build and maintain relationships with senior stakeholders in the UK and in territories including with Clerks, PAC and other Committee Chairs, Speakers, Premiers, Governors, Governor's Offices and FCDO OTPD.
- Build on existing relationships and partnerships with linked organisations whose objectives align with, and can add value to the UKOTP (including Audit Wales and Audit Scotland),
- Maintain relationships within and outside the UK Parliament and CPA UK with all partners and other stakeholders including the UK Overseas Territories Association (UKOTA).
- Work with Board Members consisting of senior UK Parliamentarians, a UKOT representative, and relevant stakeholders, as well as with Commonwealth legislatures to ensure the successful delivery and development of the UKOTP.



Communications

- Lead on the development of a communications strategy and the management and production of core project outputs that contribute to project outcomes including events, print materials, social media, media, the OTP newsletter, etc. in close liaison with relevant colleagues.
- Maintain strong communication and partnership with project beneficiaries including Supervisors of Elections, PAC and other Committee Chairs, Committee Clerks, Clerks of Legislatives Assemblies, Heads of Internal and External Audit.
- Ensure that team keep the CPA UK website and other information outlets up to date.
- Provide regular updates to CPA UK team members and to other involved partners / stakeholders.
- Work closely and coordinate with your opposite number in IPT and MPT and with CPA UK's communications manager to ensure UKOTP programmes are covered within CPA UK's communications strategy.

Governance

- Report to the Head of International Partnerships, CPA UK's Chief Executive and the Project Board.
- Maintain clear controls and reporting of budget within CPA UK and funder's existing rules.
- Play an active role in the CPA UK Management Team, representing the work of UKOTP as appropriate and working with others to promote continuous improvement within and across teams.



SECTION D: PERSON SPECIFICATION	
QUALIFICATIONS	
<p>Essential</p> <ul style="list-style-type: none"> Experience of leading and delivering successful complex capacity building / public financial management projects in the public / private / third sector in UK and overseas. <p>Desirable</p> <ul style="list-style-type: none"> A Prince 2 Practitioner, PMD Pro or equivalent project management qualification 	
SKILLS AND EXPERIENCE	Application
A strategic thinker with experience leading similar high-level programmes and projects in the private, public, or NGO sector	x
Excellent initiative and creativity in reaching and enthusing new and existing stakeholders	
A track record of management of concurrent project and or programmes within a multiple stakeholder environment	
Experience of successful collaboration with internal and external stakeholders including conflict resolution	
Experience of managing diverse and high performing team	x
Ability to be flexible, respond positively to change, and to cooperate effectively with staff in a wide range of organisations within and outside Parliament	x
Excellent communications skills with experience of producing high quality communications outputs including for publications as well as communicate effectively with people from a wide variety of backgrounds	
A keen collaborator; willing to drive and share successes and take responsibilities for their actions	
An ability to work diplomatically and impartially in multi-cultural and international parliamentary environments	x
An ability to work discreetly and effectively direct to the Head of International Partnerships Team and the CPA UK Chief Executive	
An understanding of the Westminster parliamentary and political system	

