Job Description

1. JOB IDENTIFICATION

Post Title: Programme Manager (LIPF Skills Programme)

Responsible to (Post Title): Assistant Principal Growth & Income Diversification

Last Update: September 2026	Grade: 8

2. PRINCIPAL JOB PURPOSE

The Programme Manager (LIPF Skills Programme) will provide strategic and operational leadership for the Glasgow City Region Health & Life Sciences Skills Programme, a transformational regional initiative designed to strengthen workforce capability, accelerate innovation adoption and support sustainable economic growth across one of Scotland's most significant Health & Life Sciences clusters.

The postholder will lead the planning, governance, implementation and continuous improvement of a complex multi-partner programme involving colleges, universities, innovation centres, employers, public agencies and funding bodies, ensuring delivery of agreed outcomes and maximising the economic and social impact of investment in regional skills development.

The role is central to delivering the programme's overarching objective of addressing workforce capability constraints that currently limit productivity, innovation adoption and commercialisation across the Health & Life Sciences sector. The Programme Manager (LIPF Skills Programme) will ensure that programme activity directly supports employer demand, strengthens talent pipelines and develops the workforce capabilities required for increasingly regulated, technology-enabled and data-driven environments.

Strategic Context

The Programme Manager (LIPF Skills Programme) will lead the delivery of a coherent regional skills strategy designed to:

- Support innovation-led growth by developing the practical, digital, regulatory, leadership and commercial capabilities required to accelerate innovation adoption and commercialisation across the Health & Life Sciences sector.
- Enable inclusive participation in high-value employment opportunities through accessible learning pathways, progression routes and targeted support for individuals from underrepresented communities.
- Build a future-ready workforce capable of operating effectively within advanced scientific, digital and regulated environments characterised by rapid technological change and increasing adoption of AI-enabled processes.

- Strengthen collaboration between industry, education and innovation partners, ensuring workforce development is aligned to regional economic priorities and employer needs.
- Deliver measurable improvements in student engagement, workforce development, employer participation and innovation capability across the Glasgow City Region Health & Life Sciences ecosystem.

The postholder will provide visible leadership across the programme, fostering a culture of collaboration, innovation, accountability and continuous improvement while ensuring effective stewardship of public investment and achievement of long-term programme benefits.

3. MAIN DUTIES & RESPONSIBILITIES

Strategic Programme Leadership

- Manage the strategic development, implementation and delivery of the Glasgow City Region Health & Life Sciences Skills Programme, ensuring alignment with programme objectives, regional economic priorities and funder requirements.
- Translate strategic ambitions into integrated delivery plans that achieve measurable improvements in workforce capability, employer engagement and innovation readiness.
- Provide strategic leadership across all programme strands, ensuring a coherent learner and employer journey from access and entry pathways through to workforce development and innovation capability building.
- Promote the programme as a flagship example of regional collaboration between industry, academia and public sector partners.

Programme Governance, Assurance and Performance

- Establish and maintain effective governance structures, reporting arrangements and performance management systems that support successful delivery across all programme partners.
- Develop and maintain programme plans, risk registers, benefits realisation frameworks and performance dashboards.
- Prepare strategic reports, funding updates and impact assessments for senior leaders, governance groups and external stakeholders.
- Act as the principal operational lead and relationship manager for the programme with UK Research and Innovation (UKRI), ensuring compliance with all grant conditions, reporting requirements, monitoring arrangements, programme governance obligations and programme change controls.
- Provide assurance to senior leaders, governance boards and funders regarding programme delivery, expenditure, outcomes, benefits realisation and overall programme performance.
- Lead all programme audit, assurance and compliance activities, including adherence to funding conditions, procurement requirements, public sector accountability standards, and the management of external auditors to verify eligible expenditure and financial compliance. Oversee the commissioning and

management of independent external auditors to verify eligible expenditure and provide assurance on financial compliance on behalf of Glasgow Kelvin College.

Programme Workstream Leadership and Support

Workstream 1: Performance & Programme Delivery (Manager)

- Coordinate programme mobilisation across participating colleges.
- Support regional marketing, recruitment and learner engagement activities.
- Monitor KPIs, outputs, outcomes and programme milestones.
- Coordinate data collection, reporting and performance returns.
- Maintain programme risk and issue registers.
- Produce quarterly performance reports for governance groups.
- Support evaluation and impact reporting activities.

Workstream 2: Commissioning and Delivery Partnerships (Support)

- Lead the commissioning, procurement and contract management of externally delivered programme activities and specialist interventions.
- Manage a portfolio of commissioned activity valued in excess of £100,000, delivered by university faculties and strategic partners across the Glasgow City Region.
- Develop specifications, funding agreements, service contracts and performance frameworks to ensure commissioned activity delivers agreed outputs, outcomes and value for money.
- Monitor contractual performance, expenditure and delivery milestones, taking corrective action where required to address underperformance or contractual risk.
- Provide strategic coordination between colleges, universities, innovation centres and employers to maximise the impact of commissioned interventions.
- Ensure all commissioning activity complies with College procurement regulations, subsidy control requirements and funder expectations.

Workstream 3: Employer Insight & Industry Co-Design (Support)

- Coordinate employer engagement forums and advisory groups.
- Support employer-led curriculum and programme co-design.
- Gather labour market intelligence and sector insights.
- Identify emerging skills and technology trends.
- Coordinate employer participation activities, including projects and masterclasses.
- Report on employer engagement activity and impact.
- Contribute to continuous improvement and programme sustainability.

Regional Partnership and Stakeholder Leadership

- Build and sustain highly effective relationships with colleges, universities, innovation centres, employers, Skills Development Scotland, local authorities and funding agencies.
- Act as the principal liaison between delivery partners, providing leadership, coordination and strategic direction across the regional partnership.

- Manage engagement with employers to ensure programme provision remains responsive to workforce needs, emerging technologies and sector priorities.
- Facilitate collaborative planning and decision-making across multiple organisations and stakeholder groups.
- Represent the programme at regional, national and sector forums, enhancing visibility, influence and stakeholder confidence.

Financial & Resource Management

- Manage programme budgets, resources and funding allocations in accordance with approved plans and governance requirements.
- Identify opportunities to secure additional investment, leverage partner contributions and maximise programme sustainability. Ensure value for money and effective stewardship of public funds.
- Hold delegated responsibility for monitoring and reporting on the financial performance of a £5 million multi-year programme, ensuring expenditure is profiled, forecasted, evidenced and claimed in accordance with funder requirements.
- Maintain oversight of programme budgets across multiple delivery partners, ensuring effective financial governance, value for money and compliance with grant conditions.
- Coordinate financial monitoring, partner claims management and expenditure verification activities across the programme partnership.

Monitoring, Evaluation and Impact Reporting

- Develop and implement a comprehensive monitoring and evaluation framework that evidences programme outcomes and long-term impact.
- Produce high-quality impact reports demonstrating contribution to productivity improvement, innovation adoption and inclusive economic growth.
- Lead the specification, commissioning and contract management of an independent programme evaluation, ensuring robust assessment of programme effectiveness, impact and value for money.
- Act as the primary interface between evaluators, delivery partners, governance groups and funders.
- Translate evaluation findings into strategic recommendations and continuous improvement actions for programme partners and stakeholders.

Risk Management, Innovation and Continuous Improvement

- Manage the identification, assessment and mitigation of strategic, operational, financial and partnership risks.
- Ensure lessons learned and best practice are embedded throughout programme delivery.
- Promote innovation, adaptability and continuous improvement across all programme activities.
- Foster a culture of collaboration, accountability and high performance among delivery partners and stakeholders.

4. COMMUNICATIONS (Internal & External)

The Programme Manager (LIPF Skills Programme) will manage, influence and coordinate communication and engagement across a complex regional partnership involving colleges, universities, innovation centres, employers, public agencies, strategic funders and civic stakeholders. The postholder will act as the principal point of contact for the Health & Life Sciences Skills Programme, ensuring effective collaboration, shared understanding and alignment of delivery activity across all participating organisations.

The role requires the ability to communicate complex strategic, operational and performance information to a diverse range of audiences using a variety of communication methods, including formal reports, presentations, funding submissions, governance papers, partnership meetings and stakeholder engagement events. The postholder will be required to interpret and present programme performance, impact and economic outcomes in a clear and compelling manner to senior decision-makers and funding bodies.

The Programme Manager (LIPF Skills Programme) will establish and maintain strong, collaborative and influential relationships with senior representatives from partner institutions, including strategic leaders, curriculum managers, employers, innovation specialists and public sector stakeholders, helping to build consensus, resolve issues and drive successful programme delivery.

The postholder will engage extensively with employers across the Health & Life Sciences sector to ensure programme activity remains responsive to current and emerging workforce needs, technological developments and innovation priorities. They will also represent the programme at regional and national forums, promoting the programme's achievements, strengthening stakeholder confidence and supporting the development of future partnership and funding opportunities.

A key aspect of the role will be influencing without direct authority, fostering a culture of collaboration and shared accountability across multiple organisations while balancing differing priorities in pursuit of common programme outcomes.

5. ASSIGNMENT AND REVIEW OF WORK

The Programme Manager (LIPF Skills Programme) will operate with a high degree of professional autonomy and accountability, working within the strategic framework established by programme governance arrangements, funding requirements and regional economic priorities. The postholder will be responsible for determining operational priorities, coordinating resources and establishing delivery plans to ensure successful achievement of programme objectives.

The role requires the exercise of significant judgement in the planning, management and coordination of a complex multi-partner programme operating across a diverse stakeholder environment. The LIPF Health and Life Sciences Skills Manager will be expected to identify opportunities, manage risks, resolve operational challenges and make informed decisions that support the achievement of programme outcomes and maximise return on public investment.

The postholder will be accountable for the effective management of programme performance, delivery milestones, budgets, governance processes and risk management arrangements. They will be expected to provide assurance to senior managers, programme boards and funders regarding delivery progress, quality and impact, taking corrective action where necessary to address emerging issues or delivery risks.

Performance will be reviewed through agreed programme objectives, key performance indicators, delivery milestones, financial performance, stakeholder feedback and evidence of programme impact. The postholder will contribute to the development of strategic priorities and continuous improvement activities, ensuring the programme remains responsive to employer need and aligned with the evolving Health & Life Sciences innovation ecosystem.

The postholder will be expected to demonstrate leadership, initiative and innovation in delivering programme outcomes while ensuring compliance with all governance, funding, quality assurance and regulatory requirements.

6. KNOWLEDGE, SKILLS & EXPERIENCE

Essential Criteria

Qualifications

- Educated to degree level (SCQF Level 9) or equivalent relevant professional experience.
- Evidence of ongoing Continuing Professional Development (CPD) relevant to leadership, programme management, economic development, skills or workforce development.

Demonstrable Knowledge of

- The Scottish skills, education and workforce development landscape, including policy, funding and governance arrangements.
- Scottish Government priorities relating to skills, innovation, economic development, inclusive growth and sustainability.
- Programme governance, assurance, performance management and benefits realisation frameworks.
- Financial management, budget control and stewardship of public funds.
- Regional economic development priorities and the role of skills investment in supporting productivity and innovation.

Skills and Competencies

- Significant experience leading complex, multi-partner programmes or strategic initiatives involving a broad range of stakeholders.
- Proven ability to develop and implement strategic plans that deliver measurable outcomes and long-term impact.
- Strong programme and project management skills, including planning, risk management, monitoring and evaluation.
- Demonstrable experience of building and sustaining effective relationships with senior leaders across education, industry, public sector and funding organisations.
- Excellent communication, influencing and negotiation skills, with the ability to achieve outcomes through collaboration rather than direct authority.

- Experience preparing high-quality reports, business cases, funding submissions and presentations for senior stakeholders and governance bodies.
- Strong analytical and problem-solving skills, with the ability to use data and evidence to inform decision-making.
- Proven leadership capability, including the ability to drive innovation, change and continuous improvement.
- Experience managing programme budgets, resources and performance within a complex operating environment.

Desirable Criteria

Qualifications

- Postgraduate qualification in a relevant discipline such as programme management, business, economic development, leadership or a related field.
- Relevant professional accreditation in programme or project management (e.g. MSP, PRINCE2, APM or equivalent).

Demonstrable Knowledge of

- The Scottish and UK Health & Life Sciences sector, including workforce challenges, innovation ecosystems and industry priorities.
- Regulatory, commercialisation, digital transformation and innovation adoption challenges facing the sector.
- The social, economic and labour market context of the Glasgow City Region Health & Life Sciences Skills Programme.
- Inclusive growth, widening participation and equality, diversity and inclusion principles in workforce development.

Skills and Competencies

- Experience leading regional or nationally funded partnership programmes involving colleges, universities, employers and public agencies.
- Experience developing talent pipeline, workforce upskilling, reskilling or employer engagement initiatives.
- Experience securing external funding, attracting investment or developing sustainable partnership models.
- Experience representing programmes or organisations at regional or national forums and influencing policy or strategic direction.
- Full driving licence and willingness to travel across the region to support partnership and stakeholder engagement activities.

7. WORKING ENVIRONMENT

You may be required to work within any of the College's main campuses, premises or place of work used by the College to meet its operational requirements, regarded as onsite working.

- Onsite working is expected however an element of hybrid working, working from home, may be considered but is not mandatory and/or/guaranteed and will be subject to the operational requirements of the College.
- Onsite working, and home working, will involve the use of either static or mobile ICT equipment (e.g. desk top PC. Laptop etc.) and will require online activity (e.g participating in work activities involving MS Teams, Zoom etc).

- Keyboard skills are expected but the required level of skill will be specific to your role.
- An ability to operate a range of office equipment, including desktop PCs, laptops and reprographic equipment etc. and any specialist equipment which may be specific to your role.
- An ability to utilise a range of software packages including e-mail, MS Office packages, MS Teams, etc. and any specialist software which may be specific to your role.
- An ability to utilise a range of software packages and equipment to allow you to effectively operate online if required.
- Attendance at external meetings as required by the role.
- The role may be considered for a flexible working arrangement under the College's Family Friendly and Flexible Working Policy subject to operational requirements of the College.

Role Specific

- A driving licence is preferred as this post will involve travel to customer and partner/stakeholder premises.