A. JOB DESCRIPTION

**Job Title**
Head of Programmes for Society Pakistan

**Job Reference Number:** ISB/P/003/1920

**Department**
Education and Society

**Location**
Islamabad, Pakistan

**Reports to**
Director Society Unit

**Pay Band**
7 - Salary: PKR 240,000

**Duration of job**
Indefinite contract of employment

**PURPOSE OF JOB**
To lead and manage Society unit’s programmatic operations, co-ordinate a network of partners and manage financial and staff resources to deliver broadly specified programme outputs.

**CONTEXT AND ENVIRONMENT**

**The British Council**
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.

**Our Programmes Work**
The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. In Pakistan we do this from three main offices: Islamabad, Lahore and Karachi.

Our work is organised into the separate business areas of Arts, English and Education and Society:

**Arts:** New ways of connecting with and understanding each other through the arts

**English:** More widespread and better quality teaching, learning and assessment of English worldwide

**Education:** Enhanced UK leadership of and shared learning from international education

**Society:** Societies whose young people, citizens and institutions contribute to and benefit from a more inclusive, open and prosperous world

**KEY RESPONSIBILITIES**

1. **Programme Management (40%)**
   - Work with Director Society Pakistan and Regional Director Society SA in order to agree and clarify targets under approved regional and country strategy, metrics and milestones for the specified programme team/s in Pakistan and be accountable for overall adherence to qualitative standards in the pursuit of strategic aims.
   - Clarify and communicate the activities necessary to deliver specified project outputs within the specified programme team, ensuring deliverables fit the local context
   - Control allocated resources (both financial and staff) to deliver agreed results.
• Resolve immediate operational, commercial or technical problems and contribute to the incremental improvement of procedures in these areas
• Lead effective day-to-day communication with identified internal and/or external partners to communicate delivery progress and to ensure smooth project delivery

2. **People Management and Support (20%)**
   • Build and motivate an effective team in the specified programmes area across Pakistan including supporting buy-in to a single vision or purpose
   • Manage team performance in line with British Council’s performance management procedures

3. **Stakeholder Management (15%)**
   • Identify and effectively manage relationships with key stakeholders important to the programme, in collaboration with the partnerships team

4. **Compliance and Financial Management (25%)**
   • To meet income and expenditure targets for the programme
   • Interpret, plan and implement diverse procedures (e.g. financial and reporting) to ensure project delivery is compliant with British Council systems and standards

**KEY PERFORMANCE CRITERIA**
• Achievement of milestones
• Delivery of specified results
• Quality of partner relationships
• Compliance and financial management is according to policy

**KEY RELATIONSHIPS**
The post holder will need to develop successful relationships with
• Key programme stakeholders including partners
• The specified programme manager for the wider South Asia region
• Programme Heads and Senior Consultants for Arts, English, Education and Society in Pakistan

**OTHER IMPORTANT REQUIREMENTS OF THE JOB**
The post holder is required to travel extensively and occasionally work unsocial hours.

| Passport/visa and/or nationality requirement. | Right to work in Pakistan |
| Security or legal checks required for this role. | Local police checks |
| Direct contact or managing staff working with children? | Indirectly works with children |

The British Council takes the welfare and safety of children very seriously and as such your behaviour is expected to be in line with British Council’s Child Protection Policy and Code of Conduct. Irrespective of your individual role, you will have the responsibility for safeguarding and promoting the welfare of children and supporting the implementation of the Policy.
B. PERSON SPECIFICATION

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
<th>Assessment stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behaviours</td>
<td>behaviours assessed during interview stage of recruitment process</td>
<td></td>
<td>The position holder will be required to demonstrate all six behaviours, on the job. These will be assessed during year end performance evaluations.</td>
</tr>
<tr>
<td></td>
<td>Making it Happen – More demanding level</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Being Accountable – Most demanding level</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Connecting With Others – More demanding level</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Behaviours not assessed during recruitment process</td>
<td></td>
<td>Behaviours to be assessed during the interview stage of recruitment are mentioned.</td>
</tr>
<tr>
<td></td>
<td>Creating Shared Purpose – More demanding level</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working Together – Most demanding level</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shaping the Future – More demanding level</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing Projects</td>
<td>Managing Projects (L3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leads smaller projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Analyses requirements with the sponsor/stakeholders, defining the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>specification, planning, revising, implementing and evaluating on small-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>to-medium scale and/or low risk projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicating &amp; Influencing</td>
<td>Communicating &amp; Influencing (L4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Uses influencing techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Able to employ formal and informal negotiating and motivation techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>to influence others’ behaviour and persuade them to think and act</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>differently, while respecting difference of view and culture</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial and Business</td>
<td>Commercial and Business Development (L4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development</td>
<td>Leads business development</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Able to plan and deliver business development activities for a major and/or new market category which is significant for the Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finances &amp; Resources Management</td>
<td>Finances &amp; Resources Management (L4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plans and deploys resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Negotiates and agrees the resources for a defined area as part of forward planning, monitoring progress and adjusting resources or priorities to meet goals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managing People</td>
<td>Managing People (L3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manages a team</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provides full line management to a team where all members are working in a similar area of expertise or business. Scope includes planning, setting objectives, role modelling an</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please see The Behaviours Dictionary for behaviour definitions and levels.
<table>
<thead>
<tr>
<th>Experience</th>
<th>Knowledge and experience of Society programmes, managing contracts, stakeholders relations and strong awareness of developments within the Society portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td>14 years of education</td>
</tr>
<tr>
<td>Submitted by</td>
<td>Director Society, Pakistan</td>
</tr>
</tbody>
</table>

**inclusive culture, recruitment, development and performance management.**

**Account & partnership development**

Managing Accounts & Partnerships (L4)

*Develops and leads on the delivery of account management and development plans across a range of stakeholders/ customers/ partners to deliver medium term business and/or reputational gains for both parties.*