

Job Title	Programme Manager
Grade	Grade 6
Responsible to	Operations Manager
Responsible for	Cross functional project teams as required
Post Ref	

Job Purpose

To provide leadership to the Council and specifically the directorate on an integrated project and programme approach to service delivery, ensuring business benefits are met assurance is provided and risks are managed appropriately.

Key Responsibilities

- Programme manage a variety of key projects for the directorate, coaching other officers to work in line with PRINCE2 and MSP principles. Champion project disciplines and be accountable for processes, structures, and tools for individual project and programme management across the directorate and its partnerships
- Oversee and coordinate large-scale organisational wide projects, and in some cases multiple organisation projects that incorporate proactive and innovative solutions to addressing business challenges and achieving organisational goals and objectives.
- Provide strong leadership to the development of shared service project and programme strategy, allowing the service to structure its business consistently and most efficiently. Sharing this strategy with partners where appropriate. Providing assurance to the senior management team and sponsors on projects and programmes.
- Lead and be accountable for multi-disciplinary project teams, include direct line management and contractor line management to enable corporate outcomes to be met.
- Provide leadership, guidance and support, including setting and monitoring standards and targets for the teams led by the post holder. This will also include personal appraisals and personal development designed to achieve the delivery of exceptional customer service and value for money.
- Responsible for the effective management of contracts and contractor relations.
- Drive forward the shared service's vision of locality working through allocating staff and financial resource flexibly and as needed to enable sustainable planning outcomes.
- Work with the, Directorate Leadership team (DLT) Elected Members and external partners in delivering a range of projects that are co-ordinated to meet the needs of the Council and district.
- Deputise for senior managers, heads of service and the service director as required.

- Programme manage the suite of projects prioritised for delivery annually as part of the directorate Service Plan. Provide expert advice, coaching and mentoring to project leads and teams to ensure best-practice is followed ensuring the delivery and sustainability of the desired outcomes.
- Lead the Council's approach to project and programme management through the Corporate Programme Hub. Providing an assurance role to internal and external projects and programmes for the shared services.
- Responsible for supporting organisational change with the team and the directorate plus and all tiers of the organisation.
- Accountable for contract budgets and responsible for setting, spending and monitoring of service budgets.

Person Specification

Values:

Our values framework sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

Attributes	Essential Criteria	Desirable Criteria
Education and Qualifications	Degree or equivalent qualification/experience Project management qualification Leadership / management qualification Evidence of continuing professional development	

Knowledge and experience	<p>A comprehensive understanding of local government, the national political context within which it operates and the current challenges and opportunities</p> <p>Experience of managing staff</p> <p>A proven track record of building internal and external relationships which deliver Council objectives and work across organisational boundaries</p> <p>Experience of providing leadership, guidance and support to elected members, colleagues and partners to enable effective decision making and the highest standards of corporate governance</p> <p>Demonstrable experience in programme and project management</p>	
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	<p>Demonstrable experience of large and small scale event management</p> <p>Experience of working with communities and facilitating community engagement</p> <p>Experience of working in multi-disciplinary teams</p>	
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Skills and Abilities	<p>Ability to deliver programmes and projects that cut across organisational boundaries and deliver improved outcomes for the Council</p> <p>Ability to support the delivery of small and large scale events on behalf of the Council</p> <p>Excellent communication and negotiation skills and an ability to influence outcomes, with reasoning, persuasion and tact</p> <p>Ability to relate to and win the confidence, trust and respect of employees, partners, members and the wider community</p> <p>Excellent leadership skills that encourage commitment from others and promote a positive, motivated organisational culture.</p> <p>Ability to engage with and relate to key partners and stakeholders, other public sector bodies and private organisations in a way that benefits the Council and delivers results</p> <p>Ability to balance the needs of existing communities with those of the developing communities and with the resources available</p> <p>Ability to work at a strategic level representing managers, senior staff and members at meetings/partnership groups</p> <p>Ability to demonstrate understanding of and to comply with the Councils Equal Opportunities, GDPR and Customer Care Policies.</p>	
Personal Attributes	<p>Inspires confidence and trust with people at all levels</p> <p>Welcomes new ideas and seeks to understand how they can be applied to work</p> <p>Continuously develops and updates professional expertise</p> <p>Demonstrates an ability to organise own work to maximise efficiency and productivity and to meet</p>	

	<p>required performance targets.</p> <p>Flexible approach to work hours, location, and getting the job done</p> <p>Acts with tact and diplomacy in all aspect of work</p> <p>Shows initiative and is a proactive self starter</p> <p>Ability to think critically and problem solve</p>	
Others	<p>Ability to attend meetings/events across the district and county in the evening and at weekends</p> <p>Full Driving Licence</p>	