

Job Description

Department:	Corporate Services
Division/Section:	Corporate Delivery Unit
Job Title:	Senior Programme Manager
Post No:	
Grade:	
Reports to:	Head of Corporate Delivery Unit
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD A[Head of Corporate Delivery Unit] --> B[Senior Programme Manager] B -.-> C[Programme / Project Delivery teams] </pre>
DBS Check applicable?	Basic <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	Manage temporary contract direct reports, secondments, and matrix manage programme teams. Contacts include: <ul style="list-style-type: none"> • Council Members • Council Leadership Team • Council Managers and Staff • Other local authorities / partner agencies • Contractors or other involved stakeholders • Communities and service users

Size of budget: (Per annum)	State whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring) Responsible for monitoring budgets associated with Transformation / Change Portfolios
Job Purpose:	<p>The Corporate Delivery Unit (CDU) plays a fundamental role within the council. Working collaboratively across the council and the wider system, the CDU is responsible for performance improvement, data and insight, and supporting the council with effective design, planning, implementation, reporting and assurance relating to the achievement of strategic outcomes to a broad range of transformation and strategic change projects.</p> <p>Each Senior Programme Manager will be the primary interface between Project and Programme teams within Transformation Portfolios and the CDU. Working closely with Sponsors, Services and Delivery Teams, they will support across a range of disciplines and provide tools and guidance where needed across key programmes to maximise value and enable a consistent approach to reporting progress and Assurance - This includes supporting with the alignment of Strategic Planning and Corporate Performance.</p> <p>When brought together, the Senior Programme Managers will enable the CDU and the leadership team to understand the totality of cross cutting service change, provide corporate assurance against the progress being made and crucially, provide insight to enable the council to understand unique opportunities for continuous, cross-cutting improvement.</p>

Main Duties and Responsibilities:

- Play a leading role in supporting Programmes with developing and implementing large scale transformation programmes of change that support the successful delivery against Priority Outcomes, to ensure the achievement of cost and efficiency savings and service / performance improvements to communities and partners.
- Provide system support to resolving complex and challenging inter-dependent issues (e.g. resources, systems) across strategic programmes and organisational boundaries by developing creative solutions and options for decision makers and implementing them.
- Work across strategic programmes where changes are needed with a view to improving corporate performance, financial sustainability and outcomes.
- Work as an influential system leader bringing together Programme Leads and Senior Managers from across the organisation to develop integrated solutions which enable the council to function, align and improve strategic outcomes more effectively.
- Review status reports for completeness and quality, providing critical-friend challenge, and feedback across risks, issues, dependencies, finances, delivery of outputs, and achievement of strategic outcomes and benefits, including matters for escalation.
- Establish and maintain a network of individual and collective stakeholder relationships with the leadership and management roles of the organisation to identify transformation programmes, determine priorities, manage resource requirements to ensure the successful delivery of ambitions of Portfolio programmes.

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- Support at a portfolio level in the development and delivery of an outcomes and evaluation framework which captures evidence and data relating to strategic programmes and supports the Members and Senior Officers to measure, analyse and improve Corporate Performance and demonstrate the impact that is being achieved.
- Provide whole cycle support to the organisation to align operational performance with strategy management including aligning the organisation and its key strategic programmes, planning of operations, monitoring, learning, testing and adapting.
- Lead workshops and provide advice to enable effective board-level discussions on ideas for change programmes to deliver on Council objectives (including finance and delivery) using technical expertise and informed judgement to deliver successful outcomes.
- Support in the development of outline business cases for proposed change programmes, working with stakeholders to refine logic models, viability, funding assumptions, savings delivery
- Instil strong performance improvement disciplines across the organisation and strategic programmes to enable a full understanding of key outcomes and priority deliverables, how to allocate reduced financial resources and where to reduce costs and improve efficiencies without jeopardising service delivery.
- Lead effective and impactful research and evidence gathering, and its analysis, to drive positive change that challenge and inform strategic decisions to support the organisation's goals and ensure effective decisions are made - This will involve accessing data, research and intelligence from a wide range of sources, including from partner organisations.
- Exercise clear and effective matrix management of programme teams drawn from within the wider organisation, and the corporate delivery unit, including project managers, and business analysts delivering projects and programmes of organisational significance, including on-boarding of new technologies, new processes and new ways of working through excellent interpersonal skills and clear efficient work breakdown structures.
- Conduct resource planning and forecasting to ensure that programmes and their projects can be delivered to time and to budget.
- Challenge, influence, empower and work in partnership with senior leaders, new partners, senior managers and staff across the council in order to deliver strategic priorities through successful delivery of projects and programmes.
- Ensure that transformation projects and programmes delivered by the team follow effective programme management methodology and deliver successfully through good project management discipline, strong governance and the proactive management of risks and issues.
- Ensure that programmes and their related projects are well communicated through the Council and its partners and stakeholders to encourage engagement and the adoption of transformational change.
- Manage programme budgets to ensure value for money through the effective use of resources and controlling the expenditure incurred by the programme. Influence budget spends on transformation projects.
- Support the development of change management good practice, investigating, sharing and transferring best practice to improve organisational capacity and contributing to a successful corporate delivery unit.
- Ensure that commissioned projects and programmes deliver the financial and transformational

<p>benefits specified within the benefits realisation plan.</p> <ul style="list-style-type: none"> • Collate evidence that demonstrates a return on investment in order to validate the change effort across the programme. • Impart knowledge and be a role model for councils' project management standards and practice 	
<p>Generic Responsibilities:</p>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<p>Flexibility Clause:</p>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<p>Variation Clause:</p>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 27/04/2023 **COMPLETED BY:** Ray Hooke

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