

## Job Description Strategic Programme Manager

<b>Service</b>	Change & OD	<b>Team</b>	Change
<b>Reports To</b>	PPMO Lead	<b>Staff Responsible For</b>	Nil
<b>Grade</b>	12	<b>Salary Range</b>	£52,573 – 56,860
<b>Location</b>	County Hall, Preston		

### Job Purpose

Reporting to the Portfolio and Programme Management Office (PPMO) Lead the Strategic Programme Manager will play a critical role in the development and implementation of the council's strategic change portfolio programmes.

The Programme Manager will lead on all aspects of allocated programme delivery ensuring they are set up for success. Working with Senior Responsible Owners (SRO) to 'deliver projects right'. The Programme Manager will be an integral part of the PPMO who make change happen for the organisation. They may be expected to work in a matrix management environment operating delivery within Portfolios or major cross cutting programmes allocated.

### Accountabilities / Responsibilities

- Day to day management of the programme taking the programme forward from appointment
- Being the day-to-day lead on behalf of the Senior Responsible Owner (SRO), ensuring successful delivery of the programme
- Planning and designing the programme and proactively monitoring its overall progress, resolving issues, and taking action
- Develop and implement the programme's governance framework
- Effective co-ordination of projects and/ or workstreams including their dependencies
- Managing and resolving risks and issues
- Managing overall integrity and coherence of the programme, and developing and maintaining the programme environment to support each individual project
- Manage the programmes budget, monitoring the expenditure and costs against benefits as the programme progresses
- Manages the appointment of individuals to the project delivery teams
- Ensures delivery of products and services from projects meets programme requirements in line with any blueprint (Process, Organisation, Technology, Information) to quality, time, and budget
- Ensures any blueprint is supported by Business Change Management and delivers the right capabilities
- Manage the programme team to deliver allocated priority programmes.
- Manages the efficient allocation of resources
- Manages internal and external suppliers
- Manages communications with stakeholders
- Reporting progress including interpretation of complex management information (projects, financials, benefits) at agreed intervals to the SRO and business level or organisational boards
- Establishes Programme Management Office (if required)

***This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.***

### Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services always.

## Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers, and partners with respect, listening to their views, empathising, and valuing their diverse needs and perspectives, to be fair, open, and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners, and customers to help achieve the best outcomes for everyone.

## Person Specification Strategic Programme Manager

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Professional and/or academic level qualification or equivalent or substantial vocational experience in programme and project management or a commitment to work towards this</li> <li>• Demonstrate commitment to continuing professional development.</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience at senior management level; managing large and/or complex programmes</li> <li>• Experience of working across Directorate services within multidisciplinary teams; managing programmes, projects, and teams outside of direct line management.</li> <li>• Experience working across services outside of the area of responsibility to ensure delivery of corporate objectives.</li> <li>• Experience leading, inspiring and motivating teams to drive programmes forward, achieving high quality delivery within reducing resources.</li> <li>• Experience leading major change activity across a large and complex organisation.</li> <li>• Experience of engaging, guiding, and influencing senior managers within the area of responsibility.</li> <li>• Experience managing large budgets and realising significant benefits.</li> <li>• Experience of shaping programmes through innovation, creativity, and alignment to strategic and/or policy development prior to implementation across the area of responsibility*.</li> <li>• Experience of developing business cases (5 case model).</li> <li>• Experience in matrix management of staff *</li> </ul>
<b>Knowledge, Skills, and Abilities</b>
<ul style="list-style-type: none"> <li>• Ability to build relationships, develop, motivate, and challenge services and their teams across the Change Portfolio</li> <li>• Ability to develop and maintain effective working relationships with other members of the programme management team, senior managers, the project teams, and third-party providers</li> <li>• Proven seniority to take on the responsibilities required of the role</li> <li>• Strong leadership and management skills</li> <li>• Understanding of the wider objectives of the programme</li> <li>• Proven credibility within a programme environment and ability to influence others</li> <li>• Strong technical knowledge for planning, monitoring, and controlling programmes, including management of risk</li> <li>• Strong knowledge of project management approaches and methodologies (waterfall, agile or hybrid)</li> <li>• Strong knowledge of business change methodologies and approaches</li> <li>• Good knowledge of budgeting and resource allocation approaches</li> <li>• Ability to find innovative ways to pre-empt and solve problems</li> <li>• Ability to work in a complex environment and network across organizational boundaries; influencing and negotiating with others to ensure that deadlines are met.</li> <li>• Experience of using IT systems to gather, analyse and present information.</li> <li>• Significant experience in delivering presentations and facilitating workshops to co-design solutions with senior managers and front-line staff.</li> <li>• Ability to work with elected members, board members and senior staff from internal and external organisations*.</li> <li>• Extensive Line Management experience which may be required of this role*</li> </ul>

**Other**

- Commitment to equality and diversity.
- Commitment to health and safety.
- Always display the LCC values and behaviours and actively promote them in others.