

<b>Designation:</b>	<b>Programme Manager</b>
<b>Grade:</b>	<b>Stroud TBC</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Location:</b>	<b>Ebley Mill</b>
<b>Job Purpose:</b>	<b>To manage the Fit for the Future Modernisation Programme</b> <ul style="list-style-type: none"><li>• <b>providing the capacity to make things happen</b></li><li>• <b>managing change that delivers a return on investment</b></li><li>• <b>fostering an environment where challenge and innovation flourish</b></li></ul>
<b>Responsible to:</b>	<b>Strategic Director of Transformation and Change</b>
<b>Responsible for:</b>	<b>Programme Management Office; blended resourcing of temporary contract direct reports, secondments and matrix management of organisational resources</b>

## KEY DUTIES

- Define and develop large scale transformation projects of change with significant organisational and financial impact
- To exercise the clear and effective matrix management of programme teams drawn from within the programme office and the wider organisation which consist of project co-ordinators and business analysts delivering projects 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.
- Development and implementation of change projects that support the successful delivery of the Fit for the Future Programme to ensure the achievement of cost and efficiency savings and service/performance improvements to communities and partners
- To conduct resource planning and forecasting to ensure that the programme and its 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 projects are commissioned in such a way that they are consistent with the corporate policy framework including the Council's commitment to equalities.
- Ensure that transformation projects and programmes delivered by the team follow effective project management methodology and deliver successfully through good project management discipline, strong governance and the proactive management of risks and issues

- Ensure that the programme and its related projects are well communicated through the Council and its partners and stakeholders to encourage engagement and the adoption of transformational change.
- Manage the programme budget 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
- Establish and maintain a network of individual and collective stakeholder relationships with the leadership and management roles of the organisation in order to identify transformation projects, determine project priorities and manage resource requirements. Build effective working relationships within the programme office to ensure the successful delivery of ambitions of the programme
- Support the development of change management good practice. Investigating, sharing and transferring best practice to improve capacity within the organisation and building a successful corporate programme office through training and development plans where required.
- To ensure that commissioned projects deliver the financial and transformational benefits specified within the benefits realisation plan. To collate evidence that demonstrates a return on investment in order to validate the change effort across the programme.
- The Strategic Director of Transformation and Change may reasonably require you to undertake any other comparable duties. These may be varied from time to time to meet the needs of the transformation agenda of the Partnership

## SKILLS AND KNOWLEDGE

- Educated to degree-level or equivalent in a relevant subject, or equivalent by experience
- MSP, PRINCE2 or equivalent programme/project management qualification or equivalent by significant experience
- Appropriate professional or management qualification.
- Demonstrable change management and influencing skills - to influence, negotiate and change the behaviours of service deliverers, internal customers and partners at Director / Head of Service level
- Excellent organisational and time management skills, ability to plan and deliver objectives within an agreed timeframe.
- Ability to manage stakeholders and develop collaborative environments
- Ability to successfully manage projects to time and budget in a multi-disciplinary environment
- Ability to work comfortably in a political environment, skills in understanding and responding to different perspectives and taking a cross-organisational perspective.
- Ability to develop and sustain cooperative working relationships at all levels of the organisation.
- Excellent understanding of the imperative of community focus and customer experience in people, process and system changes.
- The ability to use own initiative and work with minimal supervision utilising excellent administration, organisational and coordination skills

## COMPLEXITY AND CREATIVITY

- A self- starter with willingness to investigate complex issues and identify areas for improvement.
- Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines
- A creative understanding of how ICT and digital solutions can proactively benefit the service and influence decisions or processes to improve service delivery

## JUDGEMENT AND DECISIONS

- Work is carried out within the programme and objectives where there is a wide range of choices and where advice is not normally available and / or decisions where policy, procedures and working standards provide only general guidelines.
- Decision which lead to the setting of reporting standards in the provision of service delivery which lead to changes in important procedures or service practice.

## CONTACTS

- Members of the Council
- Staff
- Other local authorities' / partner agencies
- Contractors or other stakeholders involved in the programme
- Communities and service users

## RESOURCES

Programme Budget

## TRAVEL DESIGNATION

HMRC Mileage Rates

## GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.

- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*