

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Programme Manager	JEID	Z0132
Salary Grade:	Hay 10		
Team:	Portfolio Management Office		
Service Area:	Commissioning Support Unit		
Primary Location:	Flexible		
Political Restriction:	This position is not politically restricted		
Responsible to:	T4a Manager		
Responsible for:	Programme manager for programme(s) supporting the transformation of services across Warwickshire County Council.		

#### Role Purpose

- 1) To manage, develop and lead the successful delivery of effective Projects and programmes of change throughout Warwickshire County Council. With responsibility for the successful delivery of all project elements, including a clear governance framework and reporting mechanisms.
- 2) Assist in the delivery of programmes working with Programme Managers by leading specific workstreams or running sub programmes.
- 3) To ensure that change is managed effectively by leading and working with relevant project teams and persons within the business and contribute on a wider scale to achieving the change aspirations of Warwickshire County Council.

## Role Responsibilities

- To manage the successful delivery of projects on time, to budget and of the right quality using Warwickshire's County Council's standard project management methodology (Prince II). Regularly reporting to the project and programme boards on all aspects of the project including project progress, risks and issues.
- To maintain an overall road map and portfolio governance structure for the Programmes.
- To be responsible for defining the Programme's vision, outcomes and blueprint.
- To define, plan and monitor the resource requirements (people and budget/finance) required for the successful delivery of the Programme (and Projects) both within the Group, elsewhere in the organisation and with partners or external suppliers.
- Establish a clear resources plan for the Programmes.
- To be responsible for and oversee the production, delivery and review of a comprehensive Programme governance framework and plan.
- To develop and manage the overall programme budget and expenditure forecasts, ensuring delivery of the programme and projects within are to an agreed budget and providing updates on a regular basis. Ensuring the budgets are aligned to transparent financial plans.
- To provide leadership to project managers, framework partners and consultants. Defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.
- Establish a clear benefits profile for the Programme.
- To contribute to governance and assurance function in the Directorate and wider organisation to deliver appropriate quality challenge and peer review.
- To ensure that our Risk Management framework is embedded in the Programme.
- To ensure clear and efficient progress reporting and governance aligned to transparent financial plans.
- To ensure appropriate Programme Support is in place to support arrangements for the Programme.
- To design and align a suite of Projects with clearly defined deliverables that supports the overall Programme outcomes.
- To manage stakeholder engagement to ensure clear communications and engagement.
- To act as part of the Governance and Assurance function in the Group and wider organisation to deliver appropriate quality challenge and peer review.
- Initiate and complete procurement campaigns and supplier liaison/management as required.

- To ensure the interdependencies within the Programme and outside the programme are monitored and managed.
- To maintain control of the Programme's scope through effective change control.
- To participate in the recruitment, selection and induction of new staff. Through formal and informal supervision, mentoring and coaching. Help to identify development needs and participate in development opportunities and the development of other project management staff within the team e.g. shadowing, 1:1 coaching etc . As projects progress through different stages and new projects are initiated, staff from our own and other organisations, (internal, external, consultants) join the team to work on projects. Existing project officers will also work on a range of projects at any one time. It is important that staff development programmes are effective and new staff become fully productive quickly. This responsibility is more frequent than in most teams and requires greater commitment from the post holder.
- To provide Senior Management with fully impacted solution options to complex project issues in order to drive timely decision-making. This will involve reporting and presenting to Directorate Leadership team meetings and Elected Member committees / group.
- To act as ambassador for the organisation and respond to complex ad hoc requests for information from both within and outside the organisation.
- Share knowledge and information with colleagues leading other projects and change initiatives, to ensure the overall transformation programme moves forward taking account of cross-project dependencies.
- To carry out duties in accordance with the Council's Information Security Standards and Human Resource Policies; compliance with the Data Protection Act, Freedom of Information Act and any other relevant legislation that directly affects service delivery.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Demonstrate a structured approach to programme management by applying appropriate methodologies e.g. MSP	A, I
Educated to degree level or equivalent or at least five years' experience of managing interdependent complex projects	A, I, D
Extensive experience of defining and developing programme plans, blueprints and business cases	A, I, P, T
Experience of designing and delivering clear programme governance	A, I,
Experience of monitoring, managing and being accountable for Programme budgets	A, I
Ability to communicate fluently in plain English, in writing, through presentations and verbally, with a wide range of stakeholders, including elected members and senior managers	A, I, P
Ability to manage a Programme team from a range of professional backgrounds to ensure optimum performance	A, I
Proven negotiating and influencing skills.	A, I
The ability to demonstrate a high degree of complex problem solving skills and the ability to pull together plans/develop solutions through the introduction of new/original thinking	A, I, P, T
Ability to work effectively with partners and colleagues at all levels of the organisation, includes effective influence, support and challenge	A, I
Experience of establishing a clear benefits profile	A,I
Experience of managing stakeholder expectations and communications.	A, I
Experience of recruiting, coaching and mentoring project resources	A, I
Experience of procurement / tendering and supplier management	A, I
Knowledge of information governance, the need for confidentiality and the Data Protection Act	A, I
Knowledge of project management approaches such as Prince2, Agile	A, I

### Desirable Criteria

Assessed By:

Qualified in MSP (Practitioner) or equivalent project methodology	A, D
Experience of cost centre management	A, I
Experience of working in a Local Authority or other public body would be an advantage	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	