

# Programme Manager – Grade 14

## Job purpose

We want Kirklees to be a place which combines a strong and sustainable economy with a great quality of life; a place with thriving communities, growing businesses, high prosperity, low inequality and where people enjoy better health throughout their lives. We've been on a journey over the recent years to develop a very different organisation, one which is outcome focused.

The Council and its partners are undertaking a significant portfolio of transformational change activities that impact across the whole of the council and Kirklees. Delivering complex whole system-wide changes, focused on improving outcomes requires us to be whole system leaders and consider new ways of working to meet the needs of citizens.

The Transformation Programme managers will play key role in driving innovation, making connections, and recognising the dependencies between programmes of work. In addition, supporting the day to day management of programmes and projects within the Transformation Portfolio will be key.

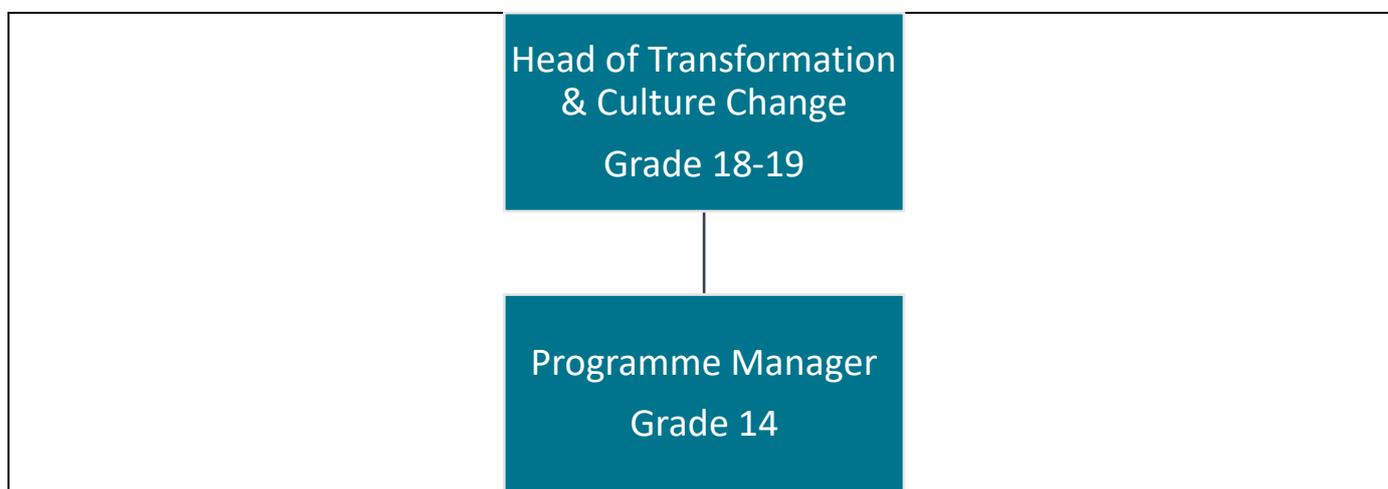
This role is based within Corporate Strategy, Commissioning and Public Health. Find out more about [working for Kirklees](#).

## Key areas of responsibility

- Programmes will deliver change that improves outcomes across the whole district and challenges how we will deliver services. Delivering changes will require you to recognise and understand complexity and work with senior managers across the council to implement programmes of work. You will improve and accelerate the delivery of the programme by defining and delivering a series of implementation projects to embed new ways of working.
- Reporting to the Head of Transformation and Culture Change, you will have day to day management of the programme ensuring that all services in scope are involved. You will plan and design the programme, proactively monitoring progress, resolving issues and initiating corrective action as appropriate.
- You will develop systems to ensure that robust governance and quality assurance measures are in place to monitor the effectiveness of the programme and the impact on services. You will update the programme risk register and provide reports to the Programme Board.
- You will have line management responsibility for any assigned Programme Office arrangements which will include Project Manager / Officer (or similar) who will support the services to implement change.
- We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.
- Your clear understanding and track record of innovation in large change programme delivery will give you the credibility to gain the commitment of stakeholders to ensure Programmes are successfully delivered on time and within allocated resources.
- With a cross council approach in mind you will understand the connections and dependencies between the programmes on which you are working and other Council change programmes.

- Your communication and influencing skills will allow you to positively challenge stakeholder thinking, focusing on the benefits and risks of the new approaches delivered by these changes. Your strong customer focus and commitment to making a difference for our citizens will positively support a managed collaboration and connectivity between Council services and community and voluntary organised activities.
- Ensures the process to deliver the programmes are transparent and accountability for all decisions is clear and agreed.
- Ensures programmes are tracked against the wider corporate strategy and vision.
- Is responsible for ensuring the work is planned in a way to effectively achieve the required results
- Describes how benefits to the organisation are identified, defined, tracked, and optimised
- Supports collaboration of change projects between the Transformation Team and other service areas
- Effectively manages the resources relevant to any assigned programme office arrangements
- Undertakes financial modelling and monitoring to ensure an understanding of services in scope and compliance with budget requirements
- Ensures lines of communications with all stakeholders are in place
- Keeps all information up to date to continually track the changing environment
- Audits the program to ensure standards are being followed

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of driving large change programmes to successful conclusions	Essential
Qualification relating to project/programme management e.g. Prince2/MSP or equivalent experience	Essential

<b>Knowledge, qualifications, skills and experience</b>	<b>Shortlisting criteria</b>
Has a pro-active approach to driving progress and problem resolution together with the ability to analyse, determine and prioritise key actions to deliver targets.	Essential
Ability to identify problems and resolve issues through effective negotiation.	Essential
Experience of effective communication with stakeholders both internal and external to the organisation.	Essential
Ability to manage a programme office and provide reports to the Programme Board.	Essential
Understands the leadership of change in a political environment.	Essential
Understands the issues facing local government	Essential
Knowledge of financial systems and procedures and an understanding of resource allocation	Essential
Ability to write clear and concise reports	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

### For Office Use Only:

Job Category	Project Management	Grading ID	64360
Job ID	80100902	Last Updated	September 2020
Job Focus	Yes	Career Progression	No

### Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		