

Job Description and Person Specification

Head of Transformation and PMO

Salary:	£83,672 - £93,745
Job Family:	SM13
Working Hours:	37 hours per week
Work base:	The Cube, in Corby and various Locations in North Northamptonshire
Responsible to:	Director of Transformation & Strategy

We are delighted that you are considering joining our team at North Northamptonshire Council.

By recognising that our employees are our greatest asset, we invest in, value and develop them to progress our ambition to be an employer of choice. Our corporate values and behaviours also encourage customer focus, efficiency and support our employees to achieve.

Main Purpose

Provide strategic leadership and disciplined delivery of the Council's transformation portfolio so that major programmes and projects are prioritised, well governed- and deliver measurable improvements for residents. Lead the corporate Transformation & PMO function to build organisational capability, embed consistent standards and assurance, and realise financial (including MTFP) and non-financial benefits aligned to the Corporate Plan. Identify and drive forward new innovation and transformation activity across the council and wider community through strong strategic partnerships.

Role Specific Responsibilities

- 1. Portfolio Leadership & Strategy**
Lead and continuously prioritise the transformation portfolio to deliver measurable service improvements and financial benefits aligned to the Corporate Plan.
- 2. PMO Governance, Standards & Assurance**
Establish and maintain corporate PMO governance, standards and stage-gates; manage the pipeline, prioritisation and interdependencies; ensure robust risk, issue and change control.
- 3. Programme Planning & Delivery Control**
Oversee end-to-end delivery (scope, schedule, budget, quality), taking timely corrective action to secure successful outcomes.
- 4. Benefits & Financial Management**
Own portfolio-level benefits and financial planning; baseline, map, track and realise efficiency savings (including MTFP contributions) and non-financial outcomes with clear evidence.

5. **Performance, Data & Reporting**
Provide a single source of truth for the portfolio: accurate, timely management information, dashboards and high-quality Board reports covering progress, risks, dependencies, resources and outcomes.
6. **Service & System Redesign**
Lead redesign with internal services and external partners (NHS, Police, Fire, VCS and others) to develop sustainable operating models that improve outcomes and financial resilience.
7. **Change Management & Adoption**
Lead change and engagement plans to embed new ways of working and realise benefits; align with organisational development, communications and workforce plans; champion equality, diversity and inclusion.
8. **People Leadership & Capability**
Lead and develop a high performing Transformation & PMO function; manage budgets, resources and supplier relationships; coach and build programme, PMO and change capability across the organisation.
9. **Stakeholder & Partnership Leadership**
Build and maintain senior relationships with Members, CLT and services, and with external partners, to secure commitment, alignment and joint delivery.
10. **Corporate Leadership & Continuous Improvement**
Represent the Council at senior strategic forums and partnership boards; deputise for the Director of Transformation & Strategy as required; promote best practice, continuous improvement and lessons learned.
11. **Other**
Undertake any other duties commensurate with the role.

Other Requirements: Ability to drive, work and travel between various workplaces across North Northamptonshire.

Political Restriction and Other Requirements

Politically restricted

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

Person Specification

Qualifications

- Degree level education or proven equivalent level of technical and organisational knowledge and/or relevant experience at a senior leadership level.
- Evidence of continuing professional development and leadership skill development.
- Professional programme/project management qualifications (e.g., MSP, PRINCE2, Agile, APM PMQ/PMP).
- Evidence of continuing professional development and leadership skill development.
- Desirable: Change management qualification (e.g. APM Change Practitioner).

Background and Experience

- Senior leadership experience with responsibility for significant programme, financial and staff management.
- Proven delivery of large-scale, complex transformation across a multi-faceted organisation, preferably within local government, achieving tangible service improvements and measurable financial benefits.
- Establishing and leading a PMO and/or transformation function, embedding governance, standards and assurance.
- Leading organisational and cultural change, including service/operating model redesign and cross-organisational working.
- Building and sustaining a high-performance culture (service planning, objective setting, performance management).
- Financial planning and benefits management across the council's transformation portfolio, including tracking efficiencies, budget management and contributions to MTFP.
- Operating effectively in a political environment, providing balanced advice to Members and senior leaders, navigating governance and decision-making processes.
- Building and maintaining strong senior-level relationships internally and externally (e.g., NHS, Police, Fire, VCS partners, suppliers and other councils) to deliver joint programmes.

Skills and Knowledge

- High-level technical knowledge of programme and portfolio management methodologies (e.g., MSP, PRINCE2, Agile) and associated assurance, risk, governance and reporting frameworks.
- Strong understanding of transformation delivery in large and complex organisations, including operating model design, service redesign, benefits realisation and structured change management.
- Excellent strategic thinking with the ability to translate corporate priorities and vision into clear, deliverable transformation plans.
- Advanced analytical, financial and benefits management skills, including interpreting complex data, tracking efficiencies, supporting MTFP delivery and applying sound financial governance to major programmes.
- Strong understanding of corporate governance and decision-making in local government, including political and statutory contexts.
- Highly effective leadership, people management and capability-building skills, with experience developing high-performing teams and coaching others.
- Outstanding communication (written and verbal) skills, able to present complex information clearly to senior leaders, Members and external partners.
- Excellent influencing, negotiation and relationship-building skills, able to secure buy-in for major change across internal and external stakeholders including NHS, Police, Fire and

VCS partners.

- Proficiency in using digital tools, data systems and reporting platforms to support programme performance, risk management and the development of single-source-of-truth dashboards.
- Strong ability to work in fast-paced, ambiguous and politically sensitive environments, managing competing demands and leading through complexity.
- Knowledge of organisational development, change adoption and workforce planning approaches to support cultural change and embed new ways of working.
- Ability to embed and champion equality, diversity and inclusion across transformation activity, service design and organisational change.
- Strong policy interpretation and implementation skills, able to embed governance, standards and assurance processes consistently across the organisation.
- High emotional intelligence, resilience, professional integrity and sound judgement to operate effectively at senior and political levels.
- Ability to drive, work and travel between various workplaces across North Northamptonshire

Personal Qualities and Behavioural Expectations – to be tested at the interview stages

- Role-models organisational values; acts with integrity, openness and transparency.
- Champions innovation and continuous improvement; pragmatic and solution-focused.
- Collaborative and strategic; achieves results through others across organisational boundaries.
- High emotional intelligence, resilience and political awareness.
- Ethical and accountable; personal commitment to equality, diversity and inclusion.
- Flexible and able to meet competing demands in fast-paced, ambiguous environments.

Our Values and Behaviours

Our values define who we are and how we operate, by forming the foundation for how we interact with our customers, colleagues and provide our services. They are also at the forefront of our decision making and delivery and include:



Our Key Commitments

Our key commitments help ensure that the priorities we make, now and in the future, maintain the necessary breadth of focus in those areas that we believe matter most.

Our key commitments are:

- **Active, fulfilled lives:** We will help people live healthier, more active, independent and fulfilled lives.
- **Better, brighter futures:** We will care for our young people, providing them with a high-quality education and opportunities to help them flourish.
- **Safe and thriving places:** We will enable a thriving and successful economy that shapes great places to live, learn, work and visit.
- **Green, sustainable environment:** We will take a lead on improving the green environment, making the area more sustainable for generations to come.
- **Connected communities:** We will ensure our communities are connected with one another, so they are able to shape their lives and the areas where they live.
- **Modern public services:** We will provide efficient, effective and affordable services that make a real difference to all our local communities.

Why choose us?

We offer a fantastic working environment including diverse and active staff networks, great flexible working opportunities and well as many other benefits, you will:

- Receive a generous annual leave allowance.
- Have access to our Employee Assistance Programme which offers a confidential service for employees and their families 24 hours a day / 7 days a week. The programme provides expert advice and counselling in areas such as finances, family and personal problems, work issues, health related problems, childcare and consumer rights.
- Join the Local Government Pension Scheme (LGPS), which is a tax approved occupational pension scheme with a generous employer contribution rate, immediate life cover and ill-health protection. Benefits are based on the length of your membership and final salary.

We are proud to be a recognised Disability Confident Employer and is committed to providing an inclusive recruitment process and will offer an interview to disabled applicants who meet the essential criteria for the role.

