



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

**Job title:** Programme Manager

**Grade:** NNCBAND 10

**Reports to:** Head of Performance Intelligence and Partnerships

**Responsible for:** Project Managers / Change and Engagement Managers and Project Support

**Directorate and Service area:** Finance and Performance

### **Purpose of the job**

The Programme Manager will be responsible for defining, developing and successfully delivering key transformation programmes and projects within a specified service area which are complex and/or have a high level of risk attached.

The role is responsible for leading and managing a team which consists of highly skilled Project Managers and Change Engagement Manager(s) who deliver key transformation projects, including the on-boarding of new partners and the implementation of business change through the exploitation or implementation of new technologies and business systems and processes.

To lead the successful delivery of allocated programme and project outcomes, benefits and financial targets, including the implementation of allocated large-scale partnership projects. They will achieve efficient delivery of programmes & projects through proactively developing key relationships with key internal stakeholders.

## **Principal responsibilities**

- Responsible for the delivery and implementation of the Council's transformation and service improvement programme to ensure the achievement of cost and efficiency savings and service/performance improvements to clients and partners.
- To lead, manage and develop staff in the team, ensuring high levels of utilisation. To promote, deploy and prioritise the use of staff to ensure that projects are delivered on time, on budget.
- To challenge, influence, empower and work in partnership with senior leaders, new partners, senior managers and staff across the Council delivering the transformation strategic priorities and corporate plan priorities through successful delivery of projects and programmes.
- To lead reviewing and setting the delivery plans, performance targets and objectives for the programmes and projects within the area they are responsible for.
- Ensure that transformation projects and programmes delivered by the team follow robust project management methodology and are delivered successfully through good project management discipline, strong governance and the proactive management of risks and issues.
- Ensure that programmes and projects are well communicated through the management information and subsequent governance and its partners and stakeholders to encourage engagement and the adoption of transformational change.
- Manage the team budget to ensure value for money through the effective use of resources as well as forecasting and controlling the expenditure incurred by the members of the team. Influence budget spends on transformation projects.

## **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).

3. Understand the councils commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Educated to degree-level or equivalent in a relevant subject, or equivalent by experience</p> <p>PMO3, MSP, PRINCE2 or equivalent programme/project management qualification or equivalent by significant experience</p>	
Experience and Knowledge	<p>Robust knowledge of the range of operating vehicles for the delivery of shared services</p> <p>Budget Management across a range of programmes</p>	
Ability and Skills	<p>Strong interpersonal skills and excellent communication</p> <p>Experience of presenting and a high level of skill in using other communication tools in a project environment to a</p>	

Attributes	Essential criteria	Desirable criteria
	<p>wide range of stakeholders of different levels, including expressing complex technical, system concepts and ideas clearly and concisely to a non-specialist audience</p> <p>Evidence of success in managing key stakeholder relationships to enable delivery of large-scale programmes and projects relating to shared services and/or business process re-engineering in either a public or private sector setting</p> <p>Evidence of delivering transformational change in a complex organisation</p> <p>Demonstrable experience of negotiating and influencing partnership &amp; collaborative projects</p> <p>Proven experience in delivering successful outcomes across partnership &amp; collaborative projects</p> <p>Demonstrable achievement in successfully influencing and producing successful outcomes from managing projects to time and budget in a multi-disciplinary and partnership environment</p> <p>Demonstrable experience of having worked in a political environment, skills in understanding and responding to different perspectives and taking a cross-organisational perspective with the ability to develop and sustain cooperative working relationships at all levels of the organisation and with external partners</p> <p>Experience of working in a dynamic and complex environment, handling multiple projects, developments</p>	

Attributes	Essential criteria	Desirable criteria
	and other business as usual tasks including risk and issue management simultaneously	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		