

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Programme Contract Manager

Economic Growth and Inward Investment, Place and Economy

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

CONNECT TO WORK

Funded by **UK Government**



**West
Northamptonshire
Council**

Purpose and impact:

Connect to Work is a government funded programme which seeks to tackle worklessness in the most disadvantaged communities in the labour market. The programme will require alignment of employment, training, and health activity to ensure positive outcomes for participants.

The postholder will manage delivery of the DWP Connect to Work grant funded programme through Local Authority partners, to deliver positive employment outcomes for residents in the South Midlands. This will include line management of a small programme management team.

The postholder will lead on the South Midlands Connect to Work programme that delivers strategic outcomes for sustained employment, and to develop and deliver processes for the management and monitoring of sub-contracted provider performance, and for ensuring adherence to the fidelity assurance models of supported employment across the programme.

Accountable to:

This role is accountable to the Head of Economic Growth and Inward Investment, responsible for the direct line management of a small programme management team.

The role sits within the South Midlands team, within the Place and Economy Directorate in West Northamptonshire Council.

Responsibilities:

1. To lead on delivery of the £32M Connect to Work Supported Employment programme to achieve outcomes across the South Midlands.
2. To understand and take responsibility for interpreting business requirements, undertaking all planning and coordination of the programme. Required to recommend appropriate solutions and is ultimately accountable for delivering the service.
3. To ensure all aspects of the programme are appropriately recorded. This includes the work programme, risks, benefits and cost, ensuring the project is delivered within the required timescales and within any set constraints (i.e. cost/required savings).
4. To oversee the completion of all tasks related to the programme being managed. The postholder is expected to identify what resources are needed and at what stage of the project. Responsible for defining the work programme and setting priorities for others.
5. To work with a wide range of stakeholders, including organisations in health, education and voluntary sector, to support delivery of Connect to Work, and wider employment and skills actions locally. Identify potential and relevant funding and support opportunities that will enhance delivery of the Connect to Work Programme and bring together stakeholders as appropriate.
6. To work within an allocated budget, responsible for the monitoring and reporting of all programme spend. Responsible for ensuring the budget does not exceed constraints as set out by the Senior Responsible Owner (SRO) and funder. The postholder is expected to forecast spend and identify potential issues or risks related to resources through the life of a regional programme.
7. To work within the relevant policies, procedures, frameworks and standard operating procedures ensuring all projects are managed consistently across the organisation and are clearly defined.

8. The line management of a small programme team responsible for contract management and performance reporting of sub-contracted providers.
9. Address gaps and opportunities as identified by both national and local employment and skills strategy. Keep up to date on national and local policies for employment and skills related areas, and develop briefs as directed.
10. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Strong leadership skills, able to set, communicate, and inspire stakeholders to achieve a clear vision.	E	A, I
Ability to develop and deliver projects and successfully manage change in working practices as a result of a project	E	A, I
Ability to influence and build credibility with key stakeholders in Government and across the region	E	A, I
Ability to manage competing priorities in a fast-paced environment	E	A, I
Excellent communication, negotiation and presentation skills	E	A, I
Good analytical skills	E	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A, I
A flexible and creative approach	D	A, I

Knowledge:	Essential / Desirable	Measured by
A strong understanding of local and national policy relating to skills and economic development and the issues and barriers to employment faced by people with complex health issues.	E	A, I
Project and change management concepts	E	A, I
Knowledge of business process mapping and analysis tools	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of staff management and ability to deputise for a senior manager	E	A, I
Experience of using tools and techniques associated with service improvement and project management.	E	A, I
Experience of managing sub-contracted provision in employment and skills	E	A, I
Experience of analysing and solving complex process and systems problems	E	A, I
Track record of successful programme and project delivery in skills or employment	E	A, I
Demonstrable experience of leading people and teams	E	A, I
Experience of working with national policy and translating it into strategy	D	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree in a relevant business qualification or equivalent by relevant experience	E	A, I
Projects or programme management qualification such as Prince2, Agile, MSP, LEAN	E	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include

[For example. Basic Disclosure, Standard Disclosure and Barring Service check, Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration, Non police personnel vetting, Disqualification from Caring]

Day-to-day in the role:

Hours:	Full Time	Primary work base:	One Angel Square
Job family band:	Band 10	Worker type:	Flexible
Salary range:	£55,036 – 58,879	Budget responsibility:	Yes
People management responsibility:	Yes		

Working conditions & how we work:

We are open to discussions about flexible working.

This role has been identified as a flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

