JOB DESCRIPTION

Job Title: Corporate Programme Manager
Department: Programme Performance
Division: Performance and Business Improvement
Business Unit: Finance and Investment
Grade: PO5
Responsible to: Programme Lead
Responsible for: Direct management of ad hoc project staff where the other service directorates undertake project or programme management, responsible for checking quality and standards of work.

Main purpose of post

- Manage the portfolio of corporate programmes, ensuring they are delivering according to time, quality and cost. Map and track dependencies across the portfolio, providing robust assurance around programme delivery. Coach programme managers and SROs to deliver according to the Lambeth methodology and requirements from leadership.

Key Unit Accountabilities

1. Ensure that corporate programmes and projects are planned, managed and delivered to a high standard, so that they meet the objectives of the council and deliver outcomes for residents.

2. Provide support to manage complex and strategically important programmes. Work directly with the Programme Managers and SRO to provide technical and professional advice to ensure good practice in programme management.

3. Build relationships with stakeholders across the council to deliver support, advice and coaching; be able to work flexibly with a wide range of teams and programmes.

4. Develop and maintain a suite of programme and project management tools and templates to support teams responsible for delivering programmes.

5. Drive the development of centre of excellence for programme and project management, making advice available to all teams involved in programmes and projects.

6. Provide guidance on programme and project management in relation to: defining and tracking benefits; managing dependencies; understanding internal capacity and capability and commissioning additional support; identifying, tracking and mitigating risks and issues.

7. To work flexibly in undertaking the duties and responsibilities of this job, and to participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.

8. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.

9. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations**.**

PERSON SPECIFICATION
Corporate Programme Manager PO5

It is a requirement that in your written supporting statement you give evidence or examples of your proven experience for essential criteria. You should expect that all essential criteria listed below will be assessed as part of the interview and assessment process should you be shortlisted. If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a tick "✓" on the person specification when you complete the application form.			**Shortlisting Criteria**
Qualification		Educated to degree level and / or a relevant professional qualification	
		Evidence of continued professional development	
Key Knowledge	K1	Knowledge of current issues affecting local authorities	
	K2	Significant knowledge of programme management methodologies, (including risk, issue and benefit management), techniques, tools and templates and its practical application which would support programme leads and programme sponsors to deliver to time, cost and quality	A✓
	K3	Solid experience of working in highly complex and political environments	
Relevant Experience	E1	Significant experience of cross-organisational programme and project delivery	A✓
	E2	Managing and coaching staff on programmes/projects in a matrix working environment	A✓
	E3	Working flexibly and ensuring work flow and allocation of resources meets priority demands	A✓
	E4	Proven track record of building relationships and working in partnership with a wide range of individuals, including those at a senior level and in other organisations – (preferably) in	A✓

		Technology, Corporate functions, Resident Services, Adult and Social Health; Children's Services and Social Care, Climate Change, Sustainable Growth or Housing in a Local Authority setting		
	E4	Experience of coaching senior officers to manage programmes to deliver benefits	A✓	
	E5	Substantial experience of working within or developing a professional team focussing on driving continuous improvement in programme performance		
	E6	Experience of coaching senior officers to manage programmes to deliver benefits		
	E7	Experience of developing programme management tools and templates to support teams		
Qualification		Educated to degree level and / or a relevant professional qualification		
		Evidence of continued professional development		
Core Behaviours		**Focuses on People** Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place. ● Providing support, advice and guidance ● Being open, flexible and available		
		Takes Ownership Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development. ● Working with teams and service areas to achieve positive outcomes and develop personal capabilities ● Going the extra mile, valuing success, being proactive and knowledgeable and taking the initiative		
		Works Collaboratively Is about helping each other, developing relationships, and understanding other people's roles. It's about working together		

		with colleagues, partners, and customers to earn their respect, and get the best results. ● Sharing information, best practice and ideas with relevant networks and groups	
		Communicates Effectively Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation. ● Breaking down our ideas to create a better understanding and communication between divisions and end users – simple is best to communicate well	A✓
		Focuses on Results Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better ● Thinking in relation to the 'Borough Plan', working well with colleagues to get good results	