

PROGRAMME MANAGER



PLYMOUTH
CITY COUNCIL

Role Profile

Title	Programme Manager	
Grade	GRADE L	
Reference:	N897	
Reports to:	Transformation Architecture Manager	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Strategic Leader	
Primary purpose of role	<p>Lead on the development and implementation of transforming Council services across defined programme areas. Specifically responsible for the allocation of Transformation and Change transformation resources to the agreed priorities of the Directorate.</p> <p>Work across a portfolio of complex programmes, in conjunction with other Programme Managers to bring together and implement the overall transformation and to provide a professional capability of programme and project management within the Directorate and in combination with others to do the same across the Council.</p>	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Successfully lead the delivery of one or more complex change programmes ensuring the delivery of changed organisational capability in line with corporate blueprint and target operating models, best practise and PCC standards. (70%) ▪ Act as a professional advisor to the Chief Executive, Directors and senior managers and as a strategic leader across the council and the city to ensure that change programmes are successfully delivered. (10%) ▪ Ensure that the Council's commitments and duties for ensuring equality for all, access to services and better outcomes for the citizens of Plymouth are 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Delivery of the benefits (financial and non-financial) identified in Programme and Project Plans. ▪ Effective management of the programme(s) budget, monitoring projected expenditure and costs against actuals. ▪ Deliver large and complex programmes to time and budget ▪ Performance targets and service levels are met through efficient working. ▪ Compliance with the change management pipeline, governance and other processes. ▪ Standard systems and tools used effectively.

	<p>delivered and are at the heart of everything we do. (10%)</p> <ul style="list-style-type: none"> ▪ Ensure environmental sustainability in the operations of the Council and our contracts. (10%) 	
Key activities	<ul style="list-style-type: none"> ▪ Designing programme approach and planning its' delivery (10%) ▪ Planning and managing the programme budget (to a value of £10m), monitoring expenditure and costs against benefits realised as the programme develops (20%) ▪ Manage / support the work of Project Managers within the Programme in developing and delivering their projects; effectively managing all types of dependencies, risk and issues within and between programmes (20%) ▪ Ensure the needs of stakeholder groups and key individuals are reflected and engaged appropriately in the design and delivery of the programme; its' deliverables and benefits (10%) ▪ Report progress to SRO's, Programme Board and other relevant groups and Boards which are part of the governance process (10%) ▪ Develop recommendations for decisions by the Council around resources, improving performance and delivery, strategy, investments and direction of the Council in relation to the delivery of change within the remit of the programme in line with strategic priorities (10%) ▪ Mentor / coach / support members of the Programme and project teams to transfer knowledge and skill, in support of organisation and individual capability development goals (10%) ▪ To undertake the learning and development as specified in the Learning and Development Framework (5%) ▪ Be responsible for the safe working and wellbeing of staff and our service users in the Council's operations (5%) ▪ Undertake other duties appropriate to the grade of the post including the provision of guidance and support to others in the team. 	
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Managing Successful Programmes (MSP) – Foundation and Practitioner. ▪ Prince 2 – Foundation and Practitioner or equivalent professional qualification. 	
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ P3O Foundation. ▪ Knowledge and experience of using the following procedures or similar – Microsoft Project Server, Align, SharePoint and other systems used in project or programme management. 	
Essential experience	<ul style="list-style-type: none"> ▪ Substantial experience of working with architecturally led approaches to defining programme scope, approach, phasing and benefits. ▪ Extensive experience of programme planning and prioritisation. 	

	<ul style="list-style-type: none"> ▪ Extensive experience of delivering complex change programmes managing risk and issues, financial planning, reporting, change control, writing business cases, establishment and quality assurance of PPM processes, assurance and approvals processes, benefits, dependencies, stakeholder, benefits, resource and budget management. ▪ Substantial experience of delivering wide-scale change and service improvements, ensuring that service users are involved in the development of these.
Desirable experience	<ul style="list-style-type: none"> ▪ Working in the public sector. ▪ Strong financial and commercial awareness, including delivery of third party contracts / SLA's. ▪ Experience of working and developing alternative service delivery models to support the transformation of Council services.
Essential skills	<ul style="list-style-type: none"> ▪ Large scale business change methodologies, including programme management skills
Corporate standards <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	