

About the Job

The post-holder will be responsible for leading the development and implementation of ambitious, complex and multi-faceted transformation programmes, including elements of system redesign, remodelling of services, behaviour change and delivery of savings.

This is what we need you to do...

- Manage one or more transformation programmes through their lifecycle from initiation to delivery of benefits
- Oversee all projects within the programme, providing leadership for the programme under the direction of the sponsor
- Lead on the development and communication of robust programme and project plans and business cases, engaging stakeholders in the process, and managing the gateway approvals process for the programme
- Be responsible for programme governance, (including stakeholder management, change control, risk and issue management and escalation, monitoring and evaluation, quality assurance, resource management) ensuring that corporate requirements are met
- Manage project managers assigned to the programme, providing them with leadership, direction and oversight, managing interdependencies and resolving conflicts
- Take overall responsibility for programme deliverables, working closely with Business Change Managers to ensure that the changes are understood, owned and embedded within the business itself.
- Provide matrix management for all staff and resources assigned to the programme, including programme team members and support services
- Develop the programme's benefits realisation plan, working with Business Change Managers to identify, define, plan and monitor benefits
- Report delivery of the programme to the sponsor and the programme board, keeping them informed of progress, and escalating issues as appropriate
- Prepare routine and bespoke reports as required for the Programme Board, Commissioning Board, Corporate Management Team and Cabinet
- Provide line management for Project Managers and Project Support Officers as required
- Contribute to the oversight and governance of the wider portfolio, working with colleagues in the Performance & Need Team to ensure that the entire portfolio of programmes and projects is well designed, well governed and well managed
- Support the development and exchange of best practice with regards to the Council's programme management framework.

The ideal candidate will have...

Experience

- Effective management of staff and teams
- Experience of managing programmes
- Working with senior managers and politicians
- Preparing and presenting clear, concise reports
- Risk management
- Benefits realisation
- Managing multiple demands and responsibilities in order to meet challenging deadlines
- Experience of working within the public sector
- Line management (desirable)

Additionally, at RB1

- Experience of managing complex, high-risk programmes requiring significant culture change
- Complex benefits mapping, including using benefits realisation plans to deliver cashable benefits

Knowledge, Skills and Understanding

- Able to exercise influence across a range of stakeholders, including managers senior to the post-holder
- Able to present a well-argued, robust business case
- Problem solving and analytical skills
- Benefits management
- Understanding of the role of local government and its partners
- Understanding of relevant areas of Council business
- Ability to work with/across a range of stakeholders

Additionally at RB1

- Advanced skills in solving complex or contentious problems

Monitoring and ongoing development of outcomes: As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

Behavioural attributes

- Must display the Gloucestershire County Council Leadership Behaviours (see separate doc)
- Collaborative approach
- Self-motivated and determined
- Excellent written and verbal communication skills
- Good negotiation skills
- Committed to high standards
- Able to work as part of a team
- Able to motivate and influence others
- Self-aware and open to learning
- Able to take and communicate decisions in a timely manner
- Able to enthuse, achieve buy in and drive change
- Exhibits attributes of a leader
- Well organised and able to meet tight deadlines

Additionally, at RB1

- Evidence of ability to motivate and influence multiple stakeholders at a senior level

Education & Qualifications

Essential

- Educated to degree level or equivalent
- Project Management Qualification

Desirable

- Management qualification

Additionally, at RB1

- Programme Management qualification