

BURY METROPOLITAN BOROUGH COUNCIL
JOB DESCRIPTION

Post Title: Strategic Lead: Programme Management	
Department: Corporate Core	Establishment/Post No:
Division/Section: Corporate Policy and Partnerships	Post Grade: Chief Officer Band A
Location: Borough Wide	Post Hours: 37hrs per week (flexi-time scheme)
Special Conditions of Service: Some evening and weekend work will be required Flexible Agile Working Politically restricted	
Purpose and Objectives of Post: To strategically lead on the development of the services directly allocated to the post holder by the Joint Chief Information Officer. To contribute as a member of the senior management team to the formulation of overall strategy for the whole of the Department setting policy and performance targets for service area(s). To effectively and efficiently manage resources as allocated, ensuring best value. To take overall responsibility for the management and delivery of the allocated service area(s). Ensure the Councils's aims and objectives, vision and values are actively promoted and made a reality. To represent the Joint Chief Information Officer as required. From time to time and as directed by the the Deputy Chief Executive to lead on projects requiring specialist knowledge.	
Accountable to:	Deputy Chief Executive
Immediately Responsible to:	Joint Chief Information Officer
Immediately Responsible for:	Service Managers, Team Managers, Staff Groups,
Relationships: (Internal and External) Elected Members of the Council and CCG governing body Strategic Directors and Senior Managers of the OCO Senior team within wider Bury Organisation	

Control of Resources:
Management of service area(s) budgets
Project budgets as required
Stationery, office & ICT equipment
Laptop, mobile phone

Duties/Responsibilities:

Strategic Leadership & Management

- Strategically lead and manage the service area
- Lead on the transformation and change management across the Council and the OCO.
- Develop and deliver service development plans, ensuring alignment with the broader strategic aims of the Department and the Council.
- Ensure delivery of the overall vision, values and strategic objectives of the Department and the Bury OCO.
- Support & foster the development of a positive, forward looking, outcome and customer focused Department.
- Advise and brief elected members, through formal and informal mechanisms, as required.

Service Quality & Development

- Ensure all activities within the Department are delivered in accordance with legislative, regulatory and other relevant national standards.
- Operate and implement effective performance management frameworks to ensure services are delivered in an effective, efficient and ethical manner, including the identification of key performance indicators and the management of appropriate actions to address under performance and enhance positive outcomes.
- Investigate and act upon complaints and other feedback in accordance with policy & procedure.
- Lead of the management, development and implementation of new systems, processes, procedures and working practices within the Department.
- Lead and contribute to project and other working groups with the Department and Council.

Operational Management

- Operationally lead and manage Service Managers and Team Managers across service areas.
- Undertake appraisal and performance management of reporting service managers.
- Ensure appropriate CPD opportunities are available to staff, and that these contribute to the effective performance and development of the Department.
- Regularly review the Departmental staffing establishment and structures to ensure alignment with service requirements.
- Manage budgets within service areas, ensuring efficient and effective and controlled use of expenditure.
- Undertake the commissioning of services.
- Effectively manage risk within the Department.
- Be accountable for assigned service areas, providing reports to Senior Officers and Elected Members as required.
- Chair formal panels to hear cases brought under disciplinary, capability and grievance procedures.
- Manage and respond to media enquiries and act as an official spokesperson for the Department & Council.

Service Specific

- Be responsible for the development and implementation of a structured visual programme management approach to manage the budget recovery programme.
- To develop supporting templates and reporting structure for approach
- To strategically support the delivery of the budget recovery programme through the PM approach
- Provide and co-ordinate appropriate support to staff regarding the PM approach including the development of templates and training
- Provide professional and specialist advice with regards to programme management, transformation and improvement methodology.
- Ensure the programme management approach embedded in all activities of the division.
- Develop the process for scaling up and adoption of approach

General

- As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.
- Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.
- The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.
- As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service)

Job Description prepared by:	Sign:	Date:
Agreed correct by Postholder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

DEPARTMENT FOR COROPORATE CORE SERVICES
Strategic Lead: Programme Management

<u>SHORT LISTING CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>QUALIFICATIONS</u>		
<ul style="list-style-type: none"> Good general standard of education 	✓	
<ul style="list-style-type: none"> Management qualification 		✓
<ul style="list-style-type: none"> Recognised registered professional qualification required for service area 	✓	
<ul style="list-style-type: none"> Evidence of continued professional, managerial and personal development acquired through degree/diploma, specialist training, management qualifications or equivalent 	✓	
<ul style="list-style-type: none"> Relevant post graduate diploma or equivalent experience 	✓	
<u>EXPERIENCE</u>		
<ul style="list-style-type: none"> Substantial experience of the management and delivery of services, strategic planning and HR processes in a local authority or large complex organisation. 	✓	
<ul style="list-style-type: none"> Experience in effectively managing change initiatives, exploiting new opportunities and gaining commitment. 	✓	
<ul style="list-style-type: none"> Evidence of success in establishing a performance culture including service planning, target setting, performance appraisal and the management and motivation of diverse staff groups. 	✓	
<ul style="list-style-type: none"> Experience of successfully leading and sustaining effective partnerships with a wide range of internal and external bodies, including governmental and non-governmental organisations, the private and voluntary sectors. 	✓	
<ul style="list-style-type: none"> Significant experience of managing financial budgets. 	✓	
<u>SKILLS & ABILITIES</u>		
<ul style="list-style-type: none"> Demonstrate a coherent vision for complex service areas 	✓	
<u>PERSONAL STYLE & BEHAVIOUR</u>		
<ul style="list-style-type: none"> A strong leader with a commitment to public service values and high achievement. 	✓	
<ul style="list-style-type: none"> Demonstrates strong commitment to the promotion of equal opportunities. 	✓	

<ul style="list-style-type: none"> An enthusiastic and effective leader able to show resilience and tenacity when under pressure and be an effective decision maker in a complex and challenging environment 	✓	
<ul style="list-style-type: none"> A clear commitment to their own professional development 	✓	

CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS

The short-listing criteria listed plus the following:

<u>ASSESSMENT METHOD</u>	<u>CRITERIA</u>
Interview / Assessment	Highly developed interpersonal and communication skills, including the ability to negotiate and influence and establish positive relationships with a range of professionals and organisations.
Interview / Assessment	Ability to develop effective strategies in response to new legislation and central government priorities and initiatives
Interview / Assessment	Ability to provide visible and supportive leadership in a complex environment.
Interview / Assessment	Ability to lead, motivate and develop the service's management team and ensure they maintain a culture of change that is team based, performance driven and maintains the motivation of staff.