

JOB DESCRIPTION

**Job Title: Strategic Programme Manager**

**Salary Grade: Leadership Grade 7 (£59,210 - £70,485)**

**SCP: 1-5**

**Job Family:**

**Job Profile:**

**Directorate: Finance**

**Job Ref No: N/A**

**Work Environment: Office based/Agile working**

**Reports to: Director of Finance and Transformation**

Purpose of Job:

This strategically vital two-year fixed-term role will have overall accountability for the delivery of the £4.7m Corporate Transformation Programme. It will oversee an important portfolio of diverse Projects which are funded either internally or by Department for Education (DfE) grant assistance.

The purpose is to design, establish and provide professional leadership to a Programme Management Office (PMO) for the Company and introduce appropriate analysis, planning and recording disciplines to be applied consistently so as to facilitate the delivery of a strategic Transformation Programme.

Key Responsibilities

* Overall responsibility for managing the development and implementation of the Transformation Programme;
* Strategically programme-manage and oversee the delivery of a portfolio of Projects through strong liaison with Project SROs and co-opted members of the PMO;
* Responsible for managing and mitigating Programme risk and ensuring that key interfaces and dependencies are effectively managed;
* In liaison with Finance, develop, implement, improve and maintain a system of reporting against the drawdown of Grant funding in a manner which satisfies both the Company and the DfE;
* Attend the Strategic Leadership Team regularly to give a Programme update and attend the Board and committees as and when necessary;
* Liaise with other partners and colleagues in Together for Children to expedite progress and leverage in additional funding wherever appropriate and possible;
* Be an ambassador for the Programme and early intervention and celebrate the success of the interventions via our own and partners’ communications mechanisms;
* Ensure all Programme/Project monitoring activity is effectively documented and structured reporting the SLT, Board and Committees is enacted expeditiously.
* Carry out any necessary equality impact assessments in relation to the Programme and agree any remedial arrangements necessary with the relevant SROs;
* Facilitate any consultation and engagement with service users, the public, providers and other stakeholders to ensure service design takes into consideration their views.
* Liaise with other professionals (e.g. procurement specialists, legal advisors etc.) to access relevant advice during the lifecycle of the Programme;
* Work with colleagues within Together for Children, the Council, Public Health and partner organisations to share and develop Programme and Project Management practice in relation to developing effective services for children;
* Other duties and responsibilities allocated which are appropriate to the grade of this post;
* The post will be based within Together for Children’s Finance and Transformation Directorate.
* The postholder will be required on occasion to travel within the City as required to undertake the role.

**Statutory Requirements**

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000.

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information.

Use information only for authorised purposes.

The postholder must carry out his or her duties with full regard to Together for Children Equal Opportunities Policy, Code of Conduct and all other policies.

To undertake the specific management duties as set out in the Together for Children’s General Statement of Health and Safety Policy and to ensure that all employees are familiar with and comply with Health and Safety requirements.

The postholder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation.

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| **Person Specification** **Job Title: Strategic Programme Manager** |
| **Qualifications:*** Honours/Masters degree
* Relevant management qualification eg MBA
* Evidence of Continuing Professional/Personal Development
* Prince2™ or Managing Successful Programmes™ accreditation
 | Application Form/Interview/Certificates |
| **Key Skills:*** Skilled and experienced leader who can set clear direction, manage complex programmes and motivate and engage staff;
* Significant experience of Programme and Project Management in practice and theory
* Awareness and empathy with Children’s Social and Education Services
* Good and relevant first degree and/or professional qualifications and evidence of CPD
* Excellent communication, analytical and presentational skills
* Political awareness
* Exposure to Boards and good governance
* Prince2™ or Managing Successful Programmes (MSP)™ accredited practitioner skills
* High level analytical skills with the ability to proactively solve problems and seek solutions to complex situations
* Ability to think and plan strategically and make decisions in line with plans, policies and procedures
* To be resourceful in the face of complexity and challenges.
 | Application Form/Interview |
| **Experience of:*** Evidence of leading on major change programmes
* Experience of managing scarce budgets and resources
* Development experience of Business Strategies and Plans
* Producing high quality management reports and delivering presentations
* Working in partnership and building strong relationships
* Strong lateral thinking capacity
 | Application Form/Interview |
| **Knowledge and understanding of:*** Knowledge and understanding of Children’s Services including legislation
* Knowledge of the Children’s Services Market
 | Application Form/Interview |

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| **Ability to**: * Deliver excellent communications with proven experience in the delivery of presentations and production of clear and concise reports for senior management and a wide array of stakeholders.
* Communicate and negotiate with a wide range of partners and stakeholders
* Negotiate and influence resources and prioritisation in a constrained context
* Manage conflict effectively
* Coach and mentor the Programme team(s)
* Meet the travel requirements of the post
* Effectively prepare documents, presentations, record information or analyse data to yield meaningful management information.
* Commitment to Equalities
* Seek and consider the views of others in setting and deciding plans, activities and progress
* Be creative in working through problems and making decisions.
* Understand and manage budgets with tenacity
* Build strong partnerships
* Ability to build effective teams and relationships and achieve results
 | Application Form/Interview |

 Author: Steve Renwick

 Date: September 2019