Job Profile

LGR Programme Manager   Grade: RB1

About the Job

The post-holder will be responsible for leading the development and implementation of one or more of Gloucestershire's ambitious, complex and multi-faceted LGR programmes, including elements of system redesign, remodelling of services, behaviour change and delivery of benefits.

This is what we need you to do...

- Manage one or more LGR 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 and with support from the Programme Lead

- Lead on the development and delivery 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, decision recording, monitoring and evaluation, quality assurance, resource management) ensuring that portfolio requirements are met

- Manage any other project managers or support roles 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 Programme Leads and SMEs

- Identify and manage dependencies with other programmes in the LGR portfolio to ensure cohesive delivery. This will involve close working with other programme managers across the portfolio.

- Develop the programme's benefits realisation plan, working with the Programme Lead and SMEs to identify, define, plan and monitor benefits

- Report delivery of the programme to the relevant Programme Lead, LGR Portfolio Manager and Sponsor, keeping them informed of progress, and escalating issues as appropriate

- Prepare the agendas and meeting papers for regular programme boards, including forward planning for decisions to align with the programme plan

- Prepare routine and bespoke reports and business cases as required for the programme board, LGR Portfolio Board, or member audiences.

- Contribute to the oversight and governance of the wider LGR portfolio, working with colleagues across the LGR portfolio team to ensure that the entire portfolio of programmes and projects is well designed, well governed, managed and interdependencies and synergies are well understood.

The ideal candidate will have...

Experience

- Effective management of staff and teams
- Experience of managing complex, high-risk programmes requiring significant culture change
- Complex benefits mapping, including using benefits realisation plans to deliver cashable and non-cashable benefits
- Working with senior managers and politicians
- Preparing and presenting clear, concise reports
- Risk management
- Managing multiple demands and responsibilities in order to meet challenging deadlines
- Experience of working within the public sector
- Line management (desirable)

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
- Advanced skills in solving complex or contentious problems
- 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

Behavioural attributes

- Must act in line with expectations of managers within Gloucestershire County Council (as host of the Portfolio Team)
- Collaborative approach
- Self-motivated and determined
- Excellent written and verbal communication skills
- Evidence of ability to motivate and influence multiple stakeholders at a senior level
- Good negotiation skills
- Consistently demonstrates high standards of work and a solutions-focused approach
- Able to work as part of a team
- 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
- Able to cope and function effectively when working in a pressurised environment.

Education & Qualifications

Essential
- Educated to degree level or equivalent
- Programme Management or Project Management Qualification or equivalent experience

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.