

JOB DESCRIPTION

POST TITLE:	Principal Programme Manager
GRADE:	12
DIVISION / UNIT:	Change
DEPARTMENT:	Assistant Chief Executive, Strategy and Communities
REPORTS TO:	Head of Change

PURPOSE OF THE JOB

The Change Team that is part of the Assistant Chief Executive for Strategy and Communities' division will play a central role in shaping, forming and delivering change. In Change we work collaboratively across the organization to provide strategic leadership, translating policy priorities to delivery, and design and execute corporate change programmes, aligning the council to deliver.

The Principal Programme Manager role is exceptionally rewarding, working at the heart of the organization and with colleagues, partners and residents to work together to achieve lasting change for our borough. You will be responsible for making a significant contribution to the development of the change portfolio, alongside other managers in the team, and in playing a lead role to deliver projects and programmes across a range of different strategy and change priorities.

You'll work directly with the most senior officers of the council, but equally often with colleagues on the front-line and with partners and community groups. The role will involve dealing with demanding and complex matters on a day-to-day basis.

PRINCIPAL ACCOUNTABILITIES

1. Deliver strategy and change programmes agreed by the departmental management team, applying service design expertise and waterfall and agile project management principles to do so. This will include developing the project vision and its strategic impact on other departments and services, securing successful outcomes to project critical decisions/milestones, identifying and managing risks and issues, setting headline objectives and managing overall achievement.
2. Co-ordinate effective project teams, comprised of Council staff and others assigned to deliver project objectives (consultants, experts engaged on a sessional basis).

3. Draw up programme plans requiring the co-ordination of projects within the programme portfolio, gaining the support of all participants through persuasion, formal channels, negotiation etc.
4. Spearhead engagement initiatives, visibly championing and encouraging change to achieve self-sufficiency, buy-in to strategic priorities and innovation, and support the successful delivery and implementation of new ways of working.
5. Produce and present reports to Corporate Management Team, Cabinet, Scrutiny committees, Senior Management Teams and local partnership bodies in relation to Strategy and Change programmes and projects.
6. Advise and support lead officers within each department of the Council to achieve excellence and to align their efforts to corporate change priorities. The role entails taking both a supportive and challenging overview of the work of other officers, including managers more senior than the post holder.
7. Keep fully up to date with national and local developments with regards to relevant strategy and change functions. This will entail contact with national associations, central government departments and their agencies and the creation and sustaining of relationships with other local authorities.
8. Provide strategy and change advice to senior officers of the Council and senior representatives of partner organisations within the scope of the Change Team.
9. Be responsible for the commissioning and procurement of goods and services.
10. Represent the Council at internal and external meetings and working groups.
11. To manage a team of up to 3 members of staff supporting their learning and development within the team, and to participate with colleagues in the matrix management of programme and project delivery across the division.
12. To provide leadership across the division and manage, motivate and co-ordinate the work of all staff responsible to the post holder.
13. To ensure efficient and cost effective management of programme and project budgets, where allocated.

JOB CONTEXT / REPORTING TO

This role forms part of the Change function, which is working closely with the Assistant Chief Executive, Strategy and Communities – and the wider Corporate Management Team – to deliver the council’s change objectives and priorities as led by the Chief Executive.

The Assistant Chief Executive, Strategy and Communities is responsible for leading the council’s “strategic core” through capacity-building across key corporate and priority

functions; ensuring the council has corporate services it needs to deliver; and providing strategic oversight of equality, diversity and community engagement.

As part of a wider team supporting the Assistant Chief Executive, Strategy and Communities, the Change Team provides leadership and support to a range of corporate transformation programmes, as well as supporting the wider transformation function through networks and communities of practice.

There are three Principal Programme Manager posts available in the Change function. Each postholder will report directly to the Head of Change.

Grade/Conditions of Service

The employment is subject to a probationary period of twenty-six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Key: **E** Essential **S** Shortlisting criteria
I Evaluated at interview
T Subject to test

	Essential (E)	How assessed (S/ I/ T)
Knowledge, including educational qualifications		
Relevant degree and/or professional or management qualification, plus evidence of continuing managerial and professional development.	E	S
Programme and project management training, preferably agile project management.	E	S
Good working knowledge of current social, political and economic issues relating to the work of the public sector, especially local government and what this means for the council and wider partnerships.	E	S/I
In depth knowledge of one or more of the key programme areas of change management, service improvement and project and programme management.	E	S/I
Knowledge of policy and strategy networks and information sources in England.	E	I
Knowledge and understanding of the theory and practice of programme and project management in complex organisations.	E	I
Experience		
Experience of programme and project management in a strategic context with specific reference to change management.	E	S/I
Experience of programme management in support of policy development, performance management or community and corporate planning.	E	I
Experience of working in local government or other large, multi-functional organisation in the public, private or voluntary sectors.	E	S/I
Experience of strategic and corporate planning in a large organisation.	E	I
Experience of analysing complex problems and making proposals for change.	E	I/T
Experience of change management and implementation of change recommendations in a large organisation.	E	I
Experience of creating and presenting material in a variety of media for a wide range of audiences and stakeholders.	E	I/T

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Experience of staff management.	E	I
Aptitudes, Skills & Competencies		
Able to present, convince and seek commitment from others to changing the way large organisations operate.	E	I
Able to work collaboratively and purposefully with partners in other departments of the Council and in partner organisations locally and nationally.	E	I
Able to write clearly and concisely on complex and multi-faceted topics.	E	I/T
Able to lead a team, to inspire and align the efforts of team members in pursuit of organisational objectives.	E	I
Able to manage own work, referring up only at defined review points and by exception.	E	I
Able to work creatively and flexibly, taking a proactive approach to risk and issue management.	E	I
Special Conditions of Recruitment		
Able and willing to work outside of normal office hours. This will include evenings or weekend meetings and events.		
The employment is subject to a probationary period of twenty-six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.		