

JOB DESCRIPTION & PERSON SPECIFICATION

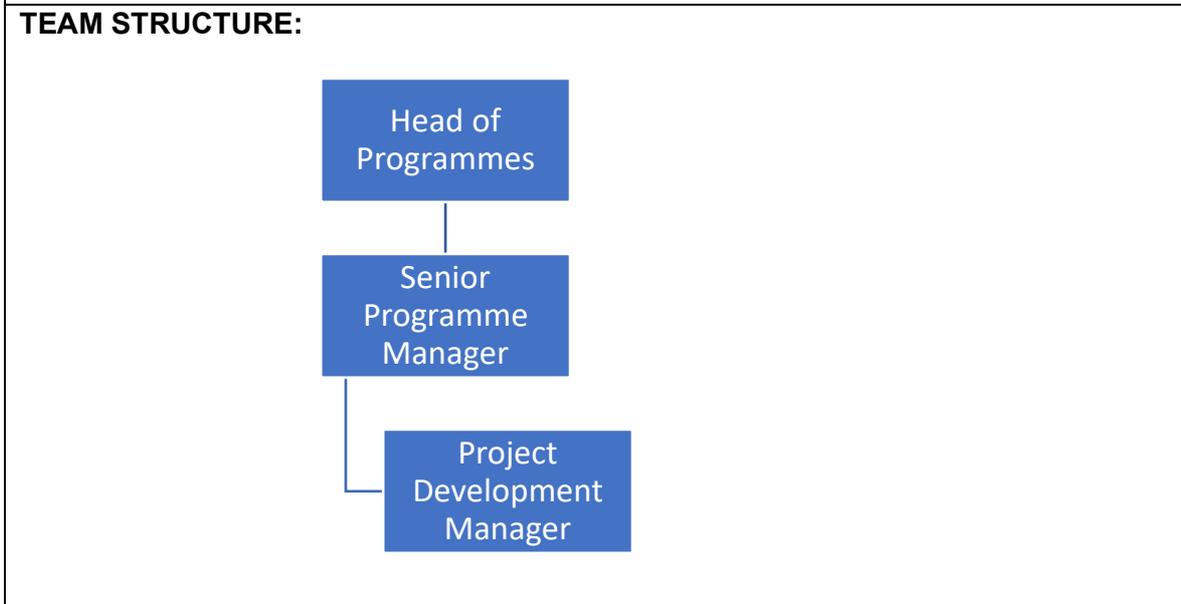
Director Area: GL CCA	Job Ref Number:
Service Area: Resources	Grade: 10

Job Title: Senior Programme Manager

PURPOSE OF JOB:
 To support the implementation of major programmes and projects along with other major corporate priorities. The post holder will lead and manage some of the GLCCA's most complex, ambitious and innovative programmes.

The role will be required to:

- Have an oversight of assigned projects or programmes ensuring delivery within agreed timescales, budgets and quality standards.
- Undertake a broad range of new and untested activities, requiring creative thinking and the application of innovative approaches across diverse subject areas.
- Identify and explore potential solutions where evidence may be limited, reviewing and interpreting operational practices and procedures; recommending amendments where viable options are available.



MAIN DUTIES:

1	Supervision of Project Development Managers and any staff temporarily assigned to support with the development of a particular programme of work.
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2	Lead on a range of activities along with other major programmes, projects and key priorities, ensuring analytical and innovative thinking is applied and creative solutions identified across all stages of the project lifecycle.
3	Ensure that project controls, documentation and governance arrangements are established and maintained throughout the entire project lifecycle. Operating effectively and in compliance with the GLCCA's corporate standards.
4	Managing conflicting priorities and address unresolved issues that emerge during the delivery of the project or programme; ensuring risks are mitigated and progress is maintained.
5	Develop and lead a comprehensive stakeholder communication and engagement plan for each project, covering all aspects of delivery and lifecycle activities.
6	Lead the development and implementation of a range of ambitious project plans to support the realisation of identified programme benefits.
7	Analyse complex data using a range of techniques, interpret findings and where appropriate, provide recommendations for amendments to operational practices and procedures; identifying alternative solutions or responses.
8	Support all aspects of the GLCCA's assurance framework for projects and programmes.
9	Support the Head of Programmes with the development and appraisal of business cases, including financial modelling and cost-benefit analysis.
10	Prepare and present business cases, including supporting analysis to inform financial decision.
11	Build and maintain positive and effective working relationships with colleagues across services areas, senior leaders and external partners across Greater Lincolnshire.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.

This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.

The role will be based full-time in Greater Lincolnshire, with a requirement to travel.

Person Specification

Requirements	Where identified*	Essential	Desirable
Qualified in an appropriate Project Management discipline such as MSP / Prince II.	A	X	
Experience of working at a senior level in project and programme management. Managing complex programmes throughout the entire project lifecycle.	AI	X	
Experience leading others to accomplish team objectives.	AI		X
Experience of implementing ambitious programmes and projects within a political context.	AI		X
A detailed understanding of the diverse nature of the workings of a Combined County Authority	AI		X
High level understanding of financial systems, including budgetary and monitoring systems.	AI		X
An excellent understanding of risk and issue management.	AI		X
Can demonstrate good analytical skills, use of innovative and creative techniques to develop solutions.	I	X	
Excellent communication skills across a range of methods.	I	X	