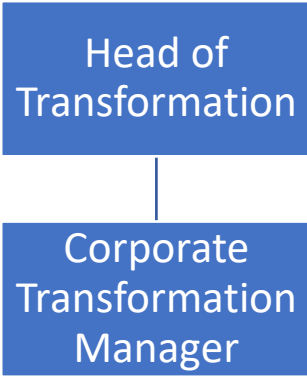


<b>JOB DESCRIPTION &amp; PERSON SPECIFICATION</b>	
<b>Director Area:</b> Resources (Commercial for recording on BW)	<b>Job Ref Number:</b> 03367
<b>Service Area:</b> Corporate Transformation	<b>Grade:</b> 12
<b>Job Title:</b> Corporate Transformation Manager	
<b>PURPOSE OF JOB:</b> This role is responsible for leading a portfolio of programmes and projects that deliver LCC's corporate plan, which incorporates working across council services to ensure delivery.  The role will be required to operate at the most senior level, involving daily engagement and challenge to, Directorate Leadership Teams (DLTs). As a system leader, with a specialism in either Business Analysis or Change Management, this role will need to influence the senior leadership of LCC and our partners to maintain focus on the key corporate priorities of the organisation.  As an expert in Business Analysis or Change Management, and an exemplary leader, this role will provide technical leadership to ensure the successful delivery of programmes and projects for LCC. It requires effective management of the portfolio whilst developing constructive relationships across the Council ensuring they maximise and understand the opportunities presented by technology to drive improvement.	
<b>TEAM STRUCTURE:</b>  <div style="text-align: center; margin: 20px 0;">  <pre> graph TD     A[Head of Transformation] --- B[Corporate Transformation Manager]                     </pre> </div>	
<b>MAIN DUTIES:</b>	
1	To lead and take responsibility on a portfolio of programmes and projects in directorate areas to deliver LCC's corporate priorities, providing support, challenge, and links across the organisation.
2	To work with Executive Directors and DLTs to offer dedicated project and programme management expertise, and ensure the successful delivery of current and future transformation and other corporate priority projects
3	To work with Executive Directors, DLTs and wider corporate support services, to identify future transformation projects, using evidence based insights for the improvement within their area of work, managing changes and ensuring the highest level of service quality are delivered

4	To lead the development and implementation of the Business Analysis and Change Management approach for the Council in line with corporate, industry, quality standards and best practice requirements.
5	To provide a role in the leadership and line management of the staff within the Corporate Transformation Service; providing support and supervision to staff, carrying out recruitment, inductions, appraisals and managing performance.
6	Provide day to day leadership to drive forward and deliver the outcomes and business change requirements of the Council's key projects and programmes in accordance with the programme plan, agreed timescales, budget allocations and defined governance arrangements
7	To manage the effective co-ordination of projects within the portfolio area, together with their dependencies / interfaces, analysing any conflicts between projects and taking corrective action to resolve these. At times this may involve conveying contentious information and negotiating agreements to enable on-going progress with key stakeholders
8	To identify and support the management of changes to the overall transformation programme plan through a formal change control process. To initiate discussions and be responsible for securing agree additional actions and / or other management interventions wherever gaps in delivery of the programme are identified or issues arise
9	To identify emerging risks and potential blockers that could impact on the successful delivery of the Council's key programmes. Where risks and issues are identified take responsibly to ensure they are mitigated and managed effectively.
10	To identify the effective utilisation of digital technologies and innovation across the council and with stakeholders and partners
11	Produce reliable, accurate and timely written reports including presentations to a wide range of audiences, on the projects and programmes in the portfolio.
12	Build and maintain strong working relationships with a wide range of colleagues internally and from other local authorities, public bodies and partners.
13	To be accountable for contributing expertise to business case development to ensure investment decisions are evidence-based and that the appropriate controls are in place to ensure identified benefits are realised.
14	Demonstrate a commitment to both personal and professional development through exceptional programme, project, change and leadership skills, sharing best practice and providing complimentary skills, mentoring support and guidance to the team and the wider project community within the Council, other officers, members and partners as required.
15	To deputise for the Corporate Transformation Business Manager as required.

#### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A demonstrable understanding of the principles and application of programme and project management tools and techniques. Degree level.	A/I	X	
Qualified in an appropriate Project Management discipline such as MSP / Prince II.	A	X	
Experience at a senior manager level of delivering complex transformational projects	A/I	X	
Significant experience in Business Analysis, Change Management and Analytics & Insight within a complex and	A/I	X	

transformational environment and preferably within a political context to deliver change			
A detailed understanding of the complex and diverse nature of the workings of local government, the challenges and opportunities currently facing it, and the needs of citizens.	A/I		X
Significant experience in Business Analysis, Change Management and Analytics & Insight within a complex and transformational environment and preferably within a political context to deliver change	A/I/T	X	
Innovation and creative skills demonstrating capability for problem solving, proposing solutions and new ways of working.	A/I	X	
To lead, inspire, influence and motivate people towards a common objective and to tackle performance issues effectively	A/I/T	X	
Excellent communication skills, verbal, written and listening and the ability to adapt personal style to meet the needs of a range of audiences	A/I/P	X	
Demonstrable leadership skills with ability to work with a wide range of diverse stakeholders to gain ownership for a shared vision and direction to successfully deliver results, outcomes and benefits	A/I	X	
Understanding and application of risk management protocols, including reporting and mitigation	A/I	X	
A proven track record of programme and project delivery whilst managing competing priorities within a fast moving and complex environment.	A/I	X	
A range of technical skills and methods which include: statistical analysis, lean systems, process mapping, project / change management, performance analysis, benchmarking.	A/I	X	
A proven track record of self-motivation and being able to work on own initiative including a strong background of seeking and responding to feedback through self-development activities.	A/I		X

\*A = Application form    T = Test/Assessment    I = Interview    P = Presentation

## **GENERAL**

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Details:**

<b>Job Title</b>	Corporate Transformation Manager
<b>Identifier</b>	03367
<b>Director Area</b>	Commercial
<b>Service Area</b>	Performance, Programmes and Transformation
<b>Section</b>	Transformation Service
<b>Date</b>	14/06/2023
<b>Score</b>	636
<b>Grade</b>	Grade 12

**Factor Levels:**

<b>Supervision/Management Of People</b>	4.1
<b>Dispersal Awarded</b>	No
<b>Creativity &amp; Innovation</b>	5
<b>Contacts &amp; Relationships</b>	7
<b>Decisions - Discretion</b>	4
<b>Decisions - Consequences</b>	3
<b>Resources</b>	1
<b>Work Demands</b>	4
<b>Physical Demands</b>	1
<b>Working Conditions</b>	1
<b>Work Context</b>	1
<b>Knowledge &amp; Skill</b>	6