

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Children's Services	<b>Job Ref Number:</b> 04400
<b>Service Area:</b> Inclusion	<b>Grade:</b> G12 (click <a href="#">here</a> for value)

**Job Title:** Programme Manager – SEND Reform Transformation

### PURPOSE OF JOB:

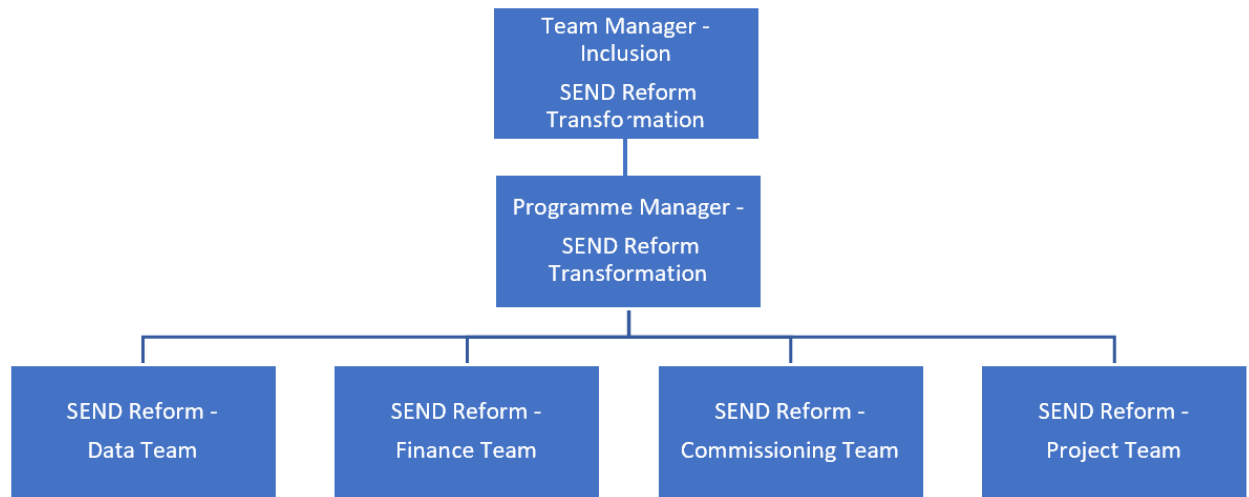
Responsible for delivering the purpose and objectives of the SEND Reform Transformation, managing complex relationships and bringing together different work cultures and expectations across education, health, care, parent/carers, children and young people, and wider stakeholders. Providing programme level coordination and oversight across the SEND Reform Transformation delivery portfolio, and ensuring successful implementation and sustainability.

Accountable for developing and maintaining the SEND Reform delivery plan and milestones, monitoring progress, risks and benefits delivery, and coordinating Reform workstreams and dependencies across SEND, inclusion, and partner organisations. Providing an integrated approach to localised SEND provision in line with the scope of national SEND Reform. Ensuring alignment between reform activity and operational SEND and inclusion pressures in order to ensure high quality provision for children and young people with additional needs.

Develop and maintain strong, positive working relationships with all stakeholders and lead on challenge, support, and advice in order to deliver the SEND Reform Programme and raise the quality of effective inclusive practice to meet the needs of cyp in Lincolnshire. Offer support and advice to maximise the use of available services and strategies, and raise levels of inclusive practice.

Responsible for the day-to-day leadership of the SEND Reform Team, including providing direction, advice, guidance and challenge to the Team, as well as to partners involved in implementation and delivery.

This role ensures pace, coherence, and accountability across the SEND Reform programme and planning, to ensure high quality provision and ambitious outcomes for children and young people with additional needs.

**TEAM STRUCTURE:****MAIN DUTIES:**

1. Ensure the delivery of the SEND Reform Programme, in accordance with legislative requirements, all relevant policies and procedures and agreed plans and performance targets.
2. Ensure all projects related to agreed programmes of work are properly managed and delivered either directly or through management of partnership arrangements.
3. Maintain consistent working practices across agreed programmes of work, accountable for achieving project milestones and deadlines, as well as managing risk and identifying solutions. Reporting regularly to a range of boards, senior officers within the Council, Elected Members, and partners.
4. Participate in reviewing strategy and contributing to developing proposals, policies and practices, and embedding new ways of working and thinking.
5. Deliver to rigid targets of time and budgets, while continuously looking for synergies and efficiencies across developments and ways of working.
6. Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes, and monitor delivery against commissioned requirements.
7. Maximise the impact of resources and value for money to achieve improved outcomes for children with SEND and their families, as well as all partners including the Council.
8. Ensure effective performance management to deliver outcomes in line with service delivery requirements across the complex landscape of partners.
9. Understand and work with strategic partners, reflecting the different ways of working. Develop and maintain relationships with Commissioners, Service Users, Stakeholders, Partners and Providers in a way which supports responsiveness to need and sustainability.
10. Build professional networks and multiagency working which can become embedded and developed to support excellent working practices and continuing collaboration.
11. Strengthen the quality of early intervention and the graduated approach so that pupils are able to flourish in their mainstream community schools wherever possible, avoiding the need for specialist or alternative placements.

12.	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
13.	Lead a team of staff, including recruitment, induction, training and personal development, absence management, retention, grievance /discipline/ capability, succession planning and workforce planning.
14.	Oversee work completion to agreed service priorities, ensuring efficient and effective approaches and performance to ensure workflow and case demands are met.
15.	Ensure all staff work to safeguard children and promote their welfare and are aware of and work to LSCP expectations.
16.	Be responsible for delegated budgets and ensure they are used in accordance with financial regulations.
17.	Deputise for the Team Manager as required and undertake other duties to secure the continuance of service delivery within Lincolnshire County Council.
18.	Be responsible for the provision, delivery, management of the services and allocation of resources decisions ensuring these are appropriate for need and within prescribed standards of good practice, as delegated by the Team Manager.

**PERSON SPECIFICATION:**

Requirements	Where identified*	Essential	Desirable
Relevant professional Project Management qualification or equivalent knowledge and experience in similar role.	A	✓	
Senior management experience with proven experience of managing large, complex, and cross-cutting programmes and communicating with service users and service partners.	A / I / P	✓	
Extensive knowledge and experience of project management skills, including the practical use of project management methodology and techniques.	A / I / P	✓	
Experience of setting objectives, strategic planning / prioritisation, and the ability to identify improvement opportunities.	A / I / P	✓	
In-depth and up to date knowledge of external issues, relevant legislation, statutory frameworks, and best practice.	A / I / P	✓	
Management skills enabling and supervising a diverse staff group to ensure service user's needs are met	A / I	✓	

effectively and efficiently against agreed targets and timescales.			
Excellent interpersonal skills and the ability to collaborate, persuade, negotiate and influence at a senior level with internal and external partners and stakeholders, co-producing where required.	A / I / P	✓	
Financial and resource management, with the ability to work effectively within tight constraint and finite budgets.	A / I	✓	
Excellent written and oral communication skills; with the ability to write and present complex reports and papers.	A / I	✓	
Well-developed IT skills with familiarity of IT systems and solutions and their effective implementation.	A	✓	
A high level of organisational skills and the ability to prioritise demand.	A / I	✓	
Excellent communication and interpersonal skills in meetings, presentations and workshops.	A / I	✓	
Facilitation skills to promote creative thinking and problem solving by service delivery staff and service area specialists.	A / I	✓	
Ability to effectively chair and manage meetings.	A / I	✓	
Clear understanding of Lincolnshire County Council safeguarding policies and procedures.	A / I		✓
A clear understanding of application of diversity and equality within the work setting and at the point of service delivery.	A		✓

\*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.