

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: GL CCA	Job Ref Number:
Service Area: Resources	Grade: G13
Job Title: Head of Programmes	

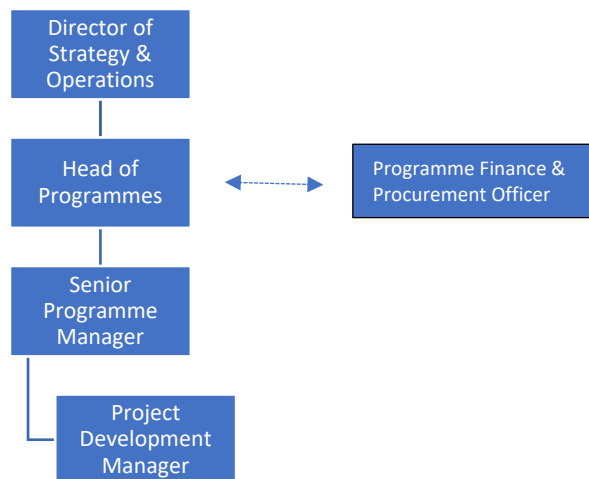
PURPOSE OF JOB:

The role leads the development and delivery of the Greater Lincolnshire Combined County Authority's (GLCCA) complex and ambitious programme and project portfolio within a political environment, ensuring agreed outcomes, milestones, and benefits are achieved while coordinating multiple projects, partners, and stakeholders. The role also works in partnership with the Programme Finance Manager to maintain financial sustainability and compliance with funding requirements.

The role will be required to:

- Motivate and lead a strong team responsible for the development and delivery of an ambitious range of programmes and projects across the functions of the GLCCA, including transport, employment, skills, infrastructure investment, and business initiatives.
- Provide strategic leadership to the GLCCA's programme and project agenda, driving improvements that enhance delivery, organisational effectiveness, and value for money.
- Build strong relationships across the organisation and with external stakeholders, promoting a culture of continuous improvement, innovation, and evidence-based decision-making.
- Oversee programme budgets with the Programme Finance & Procurement Officer, ensuring projects are delivered within agreed budgets.

TEAM STRUCTURE:



MAIN DUTIES:

- 1 Lead the development and implementation of the GLCCA’s programme and project strategy, ensuring alignment with corporate priorities.
- 2 Provide strategic oversight of major programmes and projects, ensuring benefits are identified, monitored, and realised.
- 3 Advise GLCCA senior leaders and the Mayor on priorities, opportunities, and risks of key corporate programmes and projects.
- 4 Oversee the planning, delivery, and evaluation of a portfolio of strategic programmes and projects.
- 5 Oversee the development and appraisal of business cases, including financial modelling and cost-benefit analysis.
- 6 Manage competing priorities, emerging risks, and complex issues throughout the programme lifecycle.
- 7 Build and maintain strong, collaborative relationships with GLCCA senior leaders and external stakeholders.
- 8 Lead engagement strategies with stakeholders, ensuring effective communication and involvement throughout programme and project lifecycles.
- 9 Have responsibility for designated budgets, working with the Programme Finance & Procurement Officer to ensure financial controls and value-for-money decisions are made, accurate financial records are kept and timely financial reports produced.
10. Represent GLCCA in strategic forums, networks, and partnership events.

	Lead and manage the Programmes Team, promoting a culture of high performance and innovative thinking
<p><i>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.</i></p> <p><i>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.</i></p> <p><i>The role will be based full-time in Greater Lincolnshire, with a requirement to travel.</i></p>	

Person Specification

Requirements	Where identified*	Essential	Desirable
Understanding of financial management including budgets, project and programme costs and benefits.	AI	X	
Experience of successfully delivering large complex projects and programmes within a multifaceted organisation.	AI	X	
Ability to think strategically and translate ideas into meaningful plans and actions.			
Ability to work collaboratively to promote and deliver organisational objectives.	AI	X	
An understanding of a Combined County Authority and it's responsibilities to it's service users and the need to deliver strong and reliable services.	AI		X
Ability to work in a fast paced, politically sensitive environment.			

Proven leadership and people management skills in a complex environment	A I	X	
Experience of working with public and private sector stakeholders at a senior level	A I	X	
Excellent negotiation and stakeholder management skills	A I	X	
Educated to degree level in a relevant discipline or equivalent experience	A I	X	
Post graduate qualification in a relevant discipline	A I		X
Membership of a relevant professional body	A I		X
Personal resilience and ability to work in a fast-paced, evolving environment	A I	X	
Proven experience of providing strategic advice to political leaders and senior executives on complex issues	A I	X	

SUGGESTED ADVERT

Head of Programmes – Greater Lincolnshire Combined County Authority

The Greater Lincolnshire Combined County Authority (GLCCA) is seeking an experienced and dynamic **Head of Programmes** to lead the delivery of our complex and ambitious portfolio of strategic projects. This is a high-profile role within a political environment, requiring strong leadership, stakeholder engagement, and strategic oversight.

About the Role

You will lead the development and implementation of the GLCCA's complex and wider ranging programme and project strategy, ensuring alignment with corporate priorities and the delivery of tangible benefits. Working closely with our Programme Finance & Procurement Officer, you will provide strategic oversight of budgets, risks, and opportunities, while guiding a high-performing team responsible for delivering key programmes across transport, employment, skills, infrastructure, and business initiatives.

You will also represent GLCCA at regional, national, and international forums, building relationships with partners and stakeholders to drive collaboration, innovation, and evidence-based decision-making.

What We're Looking For

- Proven experience leading complex programmes or portfolios in a political or multi-stakeholder environment.
- Strong leadership skills with experience managing high-performing teams.
- Excellent strategic, analytical, and decision-making skills.
- Ability to manage competing priorities, risks, and complex issues effectively.
- Exceptional stakeholder engagement and communication skills.

Why Join Us

This is an exciting opportunity to shape the delivery of transformational programmes across Greater Lincolnshire. You will be part of a forward-thinking organisation, influencing regional priorities, leading a talented team, and making a real impact on the communities we serve.