

Job Title: Programme Manager	Role Profile Number: ENH184
Grade: Salary: R	Date Prepared: March 2022
Directorate/Group: Children's Services	Reporting to:
Structure Chart attached:	No

Job Purpose

To be the Programme Manager for Inclusion & Achievement in Swindon. The programme manager will work effectively with colleagues and partners in order to ensure timely delivery of strategic education work streams with the Education Eco-system. They will be responsible for delivering a range of projects within budget, while creating the value needed by all stakeholders, including external partners.

The programme manager will work closely with the Director, Inclusion & Achievement; Senior Leaders, Inclusion & Achievement; Service Managers; Team Managers; Educational Providers and a range of external strategic partners.

Key Accountabilities

- Provide appropriate programme manager leadership on key strategic and complex projects critical to the Council's achievement of its strategic objectives.
- Ensures that projects for which the post holder is the designated programme manager are delivering the intended outcomes, providing appropriate intervention when the Council's position is at risk of compromise which may include providing challenge at any managerial level.
- Provide leadership and support Council teams to understand programme management and associated risks and implications of non-application of appropriate programme management processes and approach.
- Ensure the project benefits are delivered in line with Council performance (time and specification) and cost expectations ensuring the programmes of work are delivered effectively and enable the efficient operation and transformation of Council services
- Ensure that each programme of work remains structured to drive out maximum value and enable service user business outcomes to be delivered.
- Assess the financial, operational and political impact of any changes to projects and propose solutions and mitigation.
- Ensure all programme changes are agreed and recorded through a variation process.
- Ensure a status record of the programme of work being undertaken by the programmes is held and updated on a regular basis, escalating any key risks on specific projects to the Programme Sponsor

- Work in partnership with the leads for the Education Eco-System to maximise the programme management, commercial and risk support and advice provided to the wider business.
- Develop and embed strategies for driving programmes at pace, within budget and delivering to agreed outcomes across the Council, through smarter programme management and influencing key stakeholders and project/programme owners to take personal ownership of running projects /programmes effectively and efficiently. This role will take ownership for ensuring the successful implementation of these strategies.
- Ensure the council's programme processes are streamlined, simple, and scalable and designed to really enable outcomes to be delivered as quickly and effectively as possible.
- Facilitate in resolving complex programme issues between parties, assuming the role of lead negotiator as required achieving a 'win-win' outcome for the relevant parties.
- To prepare and draft reports for submission to the Department of Education, Schools Inclusion Forum Executive Board, Schools Inclusion Forum, Schools Reference Group, SEND Executive Board, SEND Strategic Partnership Board, Children's Scrutiny, and as required for any other Committees in relation to the activities undertaken within this job profile.
- To establish and maintain strong partnerships with multi-agency partners to deliver elements of the project.
- To lead on preparation for Local Authority Inspections across the Inclusion & Achievement Directorate

Supplementary Accountabilities

- Support and facilitate work stream and delivery leads to coordinate and deliver the project outcomes, ensuring programme and project risks are identified and managed to enable successful delivery.

Knowledge & Experience

- Substantial experience in leading methodologies and processes.
- Significant experience of and accountability for ensuring that complex/major projects are delivered on time, within budget to the agreed standards.
- Experience of working in a management role within a large organisation with significant numbers of large and complex programmes of work.
- A strong negotiator, committed to achieving/facilitating sustainable outcomes for programmes of work.
- Demonstrable ability to influence at all levels of internal and external businesses and facilitate 'win-win' outcomes.
- Comprehensive knowledge and interpretation of management to adapt processes as needed and influence stakeholders to achieve the desired project(s) outcomes.
- Demonstrable experience of developing risk management strategies and supporting and influencing stakeholders to mitigate project risks.
- Experience of developing management strategy and execution.
- Experience of successfully working within multi-disciplinary teams, including senior managers, Members and other key stakeholders, including external partners.
- Ability to operate confidently at all levels within the business including Members, Heads of Service,

senior managers, and other key stakeholders, including external partners.

- Experience of influencing and working collaboratively with a range of stakeholders integral to the success of a project(s) including, but not limited to, internal departments, external partners, agencies, government departments and other local authorities.
- Confident in and able to challenge actions, behaviours and decisions, at a senior level, in the event that they are contrary to the programme(s) objectives.
- Ability to promote excellent customer service, giving high priority to customer satisfaction.
- An excellent motivator of self and others.
- Experience of analysing situations and developing creative solutions.
- Experience of facilitation and problem solving to a successful outcome.
- Excellent verbal and written communication skills, including formal presentation. Excellent attention to detail.
- Able to demonstrate professional and personal integrity and resilience through a problem-solving and constructive approach.

Qualifications

- Degree or equivalent is desired or relevant experience
- Significant office experience, preferably within the education sector

Decision Making

- Organising and prioritising work so that decisions are made in a timely way and in order of priority.
- Ability to work flexibly under pressure to both self-determined and prescribed deadlines.

Creativity and Innovation

- To produce and present accurate, detailed, and complex reports and present information in a way that is useful and compelling to the audience.
- Credibility, integrity and ability to manage through change.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • 0.5 Delivery Support Officer (Operations) • Support Staff as appropriate <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Business support functions related to the project 	<p>Budget Holder Responsibility:</p>	No
	<p>Asset Responsibility:</p>	No

Contacts and Relationships

- Wide range of audiences both internally and across organisational boundaries.
- Commitment to challenging all forms of unfair and unlawful discrimination, false assumptions, prejudice and stereotyping, and to ensure effective implementation of the project to ensure all people have fair and equal access to services and job opportunities

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	