



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Assistant Programme Manager	Role Profile Number: SBC_11982
Grade: CFL8	Date Prepared: June 2024
Directorate/Group: SEND Service	Reporting to: SEND Programme Manager
Structure Chart attached:	No

Role Overview

This post has responsibility for undertaking a programme manager role on the SEND Service's key, strategic and complex projects ensuring that each programme of work delivers the predicted benefits on time, within budget, generating exceptional value for the Council. The role works closely with the Head of SEND, SEND Programme Manager, workstream leads and delivery leads for the delivery of benefits on specific projects, enabling successful delivery of the projects and programmes, visibly tracking success.

Role Purpose:

- Acting as the main point of contact and escalation for the project
- Planning project meetings and producing associated action plans
- Communicating and maintaining visibility of the project progress and demonstrate rigor and control over both internal and supplier progress
- Owns the project plan and maintains a detailed understanding of the overall business plan for the reason for change
- Responsible for reporting against internal KPI's/SLA's (financial & delivery)
- Manage portfolio of wide risks, issues and interdependencies to ensure project delivery can be achieved
- Create and maintain project tracker documentation to include stakeholder mapping, timelines and project milestones
- Monitoring and reporting on progress of the project to all stakeholders
- Successfully project manage Council strategic/cross-cutting projects delivering a wide range of significant benefits for the Council.
- Create innovative opportunities for the project(s) to deliver exceptional results. Provide or instigate appropriate interventions where achievement is at risk.
- Works in partnership with relevant Council officers to ensure that strategic outcomes are effectively

delivered for projects, achieving optimum Value for Money.

- Ensure the project management and governance arrangements are structured to successfully deliver against the project(s) outcomes.
- Supports project sponsors as required to enable them to fulfil their obligations.
- Responsible for ensuring that workstream leads and delivery leads are coordinating and delivering against the objectives of their project(s).
- Support the Head of SEND and SEND Programme Manager to formulate and implement a Council wide project management approach that supports the ambition and changing needs of the Council.
- Responsible for ensuring that project management disciplines are embedded across the Council with a suite of project management guidance and templates available from the PMO.
- To provide quality assurance, facilitation, promoting project management principles and methods, coaching and mentoring to actively drive out efficiencies through new interventions on projects.
- Ensure that no project managed by a member of the programme or project is allowed to commence without an agreed business case (including demonstrable benefits to be achieved) and PID in place; ensuring they are aligned with the project(s) objectives and approach and the proposed investments are relative to the predicted benefit.
- Ensure that all relevant Stakeholders are involved as appropriate in the development of the business cases and PIDs, including any Member or Cabinet approval.
- Prepare and draft reports for submission to project governance boards, Corporate Board, Cabinet, and as required for any other committees, setting out progress on the project(s), recommendations for decisions to be made and any other information as necessary.
- Regular contact on a daily basis with a large and varying number of groups/individuals both internal and external to the Council. Day to day engagement with and provide support, leadership and advice to Directors/Heads of Service and senior managers across Council departments and partner organisations, as required to ensure significant projects are effectively delivered.
- To keep abreast of relevant legislation, market developments and new systems commensurate with the objectives of the project management team.

Role Accountabilities:

- Provide appropriate project manager leadership on key strategic and complex projects critical to the Council's achievement of its strategic objectives.
- Ensure that projects for which the post holder is the designated project 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 project management and associated risks and implications of non-application of appropriate project management processes and approach.
- Ensure the project benefits are delivered in line with Council performance (time and specification) and cost expectations ensuring the projects are delivered effectively and enable the efficient operation and transformation of Council services
- Ensure that each project 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 project changes are agreed and recorded through a variation process.
- Ensure a status record of the projects being undertaken by the project and programme is held and

updated on a regular basis, escalating any key risks on specific projects to the SEND Programme Manager

- No specific budget responsibility but responsible for ensuring effective project management advice is given.
- Develop and embed strategies for driving projects at pace, within budget and delivering to agreed outcomes across the Council, through smarter project management and influencing key stakeholders and project owners to take personal ownership of running projects effectively and efficiently. This role will take ownership for ensuring the successful implementation of these strategies.
- Ensure the council's project processes are streamlined, simple, scalable and designed to enable outcomes to be delivered as quickly and effectively as possible.
- Facilitate in resolving complex project 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 Corporate Board, Cabinet, and as required for any other Committees in relation to the activities undertaken within this job profile.

Specific responsibilities and accountabilities

- Working with the SEND Programme Manager for the delivery of benefits on specific projects.
- Support and facilitate workstream and delivery leads to coordinate and deliver outcomes, ensuring programme and project risks and identified and managed to enable successful programme delivery

Knowledge and Experience

- Experience in project management using leading methodologies and processes.
- 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 project management role within a large organisation with significant numbers of large and complex projects.
- A strong negotiator, committed to achieving/facilitating sustainable outcomes for projects.
- Demonstrable ability to influence at all levels of internal and external businesses and facilitate 'win-win' outcomes.
- Comprehensive knowledge and interpretation of project 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 project management strategy and execution.
- Demonstrable project management acumen and professional credibility.
- Experience of successfully working within multi-disciplinary teams, including Heads of Service, 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 stakeholder's 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 project(s) objectives.

