

ROLE PROFILE



Title:	Programme Manager		
Career Family:	Advising and Enabling	Date:	15/01/2024
Career Family Level:	12	Reference:	SBC_12009

Purpose:

This role requires the post holder to be responsible for managing and delivering one or more of the programmes associated with the council's Transformation Plan:

- Future Workforce & ways of Working.
- Preventative Place Partnerships.
- Resident Experience and Access.
- Service Improvements.
- Maximizing Growth and Assets.
- Enabling Services and Digital & Data.

This role includes responsibilities for the coordination of projects associated with the programme, managing risks, issues and interdependencies and ensuring that any significant risks and issues are escalated to the Corporate Sponsor. This will involve supporting meetings and governance of the programme and working with officers across the council to motivate transformation and change.

Maintaining good communications and relations with the programme leadership team is essential and will require the post holder to provide project updates and advice to the sponsor at regular intervals.

The post holder will support the delivery and management of the council's Transformation Plan which will involve working closely with senior stakeholders across the organisation.

Accountabilities:

Context and Dimensions:

Financial responsibilities:

This role has budget accountability to monitor and deliver benefits within the programme.

Management responsibilities:

This role has management/supervisory responsibilities.

Values and Behaviours:

Our organisational values express what is important to us, our ethics, ideals and the principles upon which we place significant worth. These values drive our choices, decisions and behaviours:

At Swindon we do what really matters: We love 'our' Swindon. We want the best for it. We turn up each and every day to have impact, a place and people to be proud of.

At Swindon we do things right: We are accountable to our residents and ourselves to make the best decisions we can, to try new things to make Swindon thrive now and in the future.

At Swindon we make it happen together; We work together, with our communities, across the Council and with our partners to get the best we can collectively for Swindon.

Working in accordance to our values we aim to achieve excellence in our behaviours – to get the best for Swindon Borough and us. Our behaviour framework builds on our values and provides examples for each of us of what this means in practice.

Delivering Performance and Results

- Being determined to achieve our outcomes by committing to the highest standards of individual and collective performance.
- Holding purposeful conversations which challenge, recognise contribution, giving and receiving relevant feedback.
- Being responsible for delivering my results. Results that contribute to the wider outcomes for Swindon Borough.

Collaborating and Innovating

- Taking a Swindon wide view. Understanding the impact of the political landscape for our organisation.
- Looking for appropriate opportunities to work internally and externally in partnership to find new and sustainable ways to do things.
- Being bold, willing to learn in order to meet the needs of our residents.
- Being proactive and accountable – making a difference.

Leading Self and Others

- Acting in a fair, ethical and authentic way, demonstrating mutual respect and treating one another as professionals.
- Fostering trust, developing ability and accountability.
- Developing the conditions for ourselves and others to thrive to create a one team spirit that we are proud of.

PERSON SPECIFICATION

Qualifications:	E or D	S / T or I
1. Professional qualification in area of specialism, or equivalent in experience if appropriate.	E	/
2. Evidence of continuous professional development	E	/
3. Professional project / programme management qualification, or equivalent.	D	/
Knowledge and Experience:		
4. Demonstrable experience of managing a project and/or programme	E	/
5. Experience of managing and monitoring project budgets.	E	/
6. Knowledge of business case development and approval processes.	E	/
7. Excellent communication skills, both written and oral.	E	/
8. Good understanding of the role of a unitary local authority, and the processes of Local Government and experience working effectively in a political environment	E	/
9. Experience of procuring services through tender processes, particularly involving negotiations with third parties.	E	/
Aptitudes, Skills and Competencies:		
10. Effective leadership and ability to manage others.	E	/
11. Ability to motivate others and facilitate change.	E	/
12. Ability to develop good working relationships with colleagues and stakeholders, both internal and external.	E	/
13. Being innovative and creative and problem-solving to deliver better outcomes.	E	/
14. Ability to demonstrate significant evidence of successfully delivering several projects at once.	E	/
15. An understanding of and commitment to both the Values and Behaviour of Swindon Borough Council and the council Missions set out in the Swindon Plan.	E	/

Special Conditions of Recruitment:		
NA	/	/

Version History:	Person
1. Version created on 15/01/2024	E Simmons