

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Transformation Project Manager Leisure & Culture (two year fixed term)	Grade: PO5
Section: Leisure	Directorate: Environment and Community Services
Responsible to following manager: TBC	Responsible for following staff: Two direct report TBC Consultants
Post Number/s:	Last review date: April 2024

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

As part of the Change Programme, the postholder will be responsible for leading and managing multiple change and service improvement projects from initiation to completion withing a structured programme management approach.

Be a source of organisational expertise to build capacity and support service transformation, process improvement, business change management, facilitation, and design techniques across the organisation.

Specific Duties and Responsibilities

1. Undertake project set-up including identifying and agreeing project structure, governance, and reporting requirements.
2. Embeds strong project management principles and practice by initiating, defining priorities and associated outputs, and proactively tracking work programmes and project plans. This includes identifying, managing, and mitigating risks and issues and/or initiating appropriate corrective action to ensure that project outcomes are delivered.
3. Support implementation of new systems, technologies, and approaches, managing stakeholders to ensure targets, timescales and budgets are achieved and the change is successfully embedded.
4. Support the ECS DMT and SLT in driving and delivering cultural and behavioural change within services and across the organisation.
5. Undertake day to day management of the project and governance framework, including production of all project plans and reporting.
6. Monitor and report on project delivery to ensure it is delivered on time and meets programme outcomes.
7. Ensure agendas, highlight reports and other information/documents are prepared for workstream meetings and other relevant project board meetings as required by the programme governance requirements.
8. Identify, monitor, and manage interdependencies across projects.
9. Liaise with related programmes and projects to maximise synergies and avoid conflict of resources, objectives, or duplication.
10. Matrix-manage multi-disciplinary project teams on specific projects.
11. Identify innovation and best practice and use it to drive service transformation.
12. Analyse and interpret complex information to support the development of recommendations for change.
13. To build relationships, actively engage with internal and external stakeholders, and work collaboratively with managers, service leads and SMEs to achieve agreed objectives.
14. Develop project communications and support development of wider corporate communications for the programme, in particular mitigating risks around staff engagement and political sensitivity.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

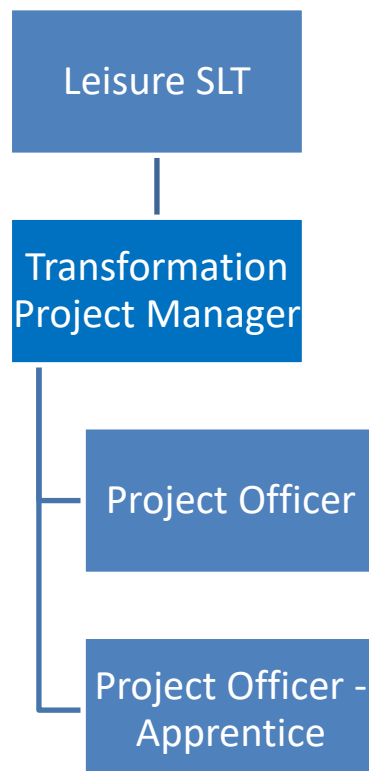
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

The postholder will be required to attend out of hours committee or other community meetings.

Hybrid / Flexible working supported but the nature of the role will require significant on site presence

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
High level knowledge , understanding and experience of programme and project management principles and methodologies	X		AI
Good knowledge of local government; understanding the drivers for change and improvement and the challenges or opportunities impacting the sector.		X	AI
Proven knowledge of transformation, service design and service improvement models and good practice.		x	AI
Good knowledge or methods and techniques to manager and influence behavioural and cultural change		x	AIT
Knowledge of leisure and culture in a local authority context		x	AI

Experience	Essential	Desirable	Assessed
Excellent track record in programme or project management of high-profile corporate programmes.	x		AI
Experience of working with a wide range of senior stakeholders to bring about change.	X		AI
Experience of delivery of change management programmes which significantly impact large number of staff and/or customers	X		AI
Experience of working as part of cross-functional project teams	X		AI
Experience of leadership and management including managing and driving the performance of a team of people with diverse roles and responsibilities		X	AI
Skills	Essential	Desirable	Assessed
Excellent reporting writing and communication skills.	x		AI
Ability to make decision based on the interpretation of complex information obtained from a range of sources (numerical and written)	x		AI
Ability to anticipate problems and sensitive issues and act creatively and proactively to find solutions	x		AI
Skilled in establishing excellent connections and credibility with senior stakeholders necessary to influence and drive change.	X		AI
Skilled in designing, planning and scoping programme and project governance	X		AI
Ability to influence, negotiate, mediate and persuade in challenging circumstances	X	AI	
Ability to perform in a constantly changing and demanding environment	X		AI
Ability to champion innovation and change, inspiring and motivating colleagues		X	AI
Ability to work outside of normal office hours and to participate in the boroughs emergency planning functions as required.		X	AI
Qualifications	Essential	Desirable	Assessed
Relevant professional qualification i.e. project management or equivalent levels of experience		x	A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate