

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Programme Manager	Grade: MG1
Section: Assurance and Innovation	Directorate: Adult Social Services and Public Health
Responsible to following manager: Post reports in the staffing structure to Head of Transformation and Digital, however day to day interim management is by Assistant Director Assurance and Innovation (until CQC preparations are complete).	Responsible for following staff: X4 Project / Change Manager (Fixed Term) Part time Project Support Officer (excludes line management for this role) X1 Project Delivery Lead
Post Number/s:	Last review date: May 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

Our Adult Social Care and Public Health Transforming Social Care (TSC) Programme seeks to deliver on statutory reform and assessment, integrate health and care, improve our social care operating model to respond to and manage increased demand, support local care markets to be more sustainable, have a high performing internal and external workforce, and accelerate digital innovation. The Programme is underpinned by our medium term efficiency proposals for both boroughs.

The purpose of the Programme Manager role is to oversee and be responsible for overall delivery of the programme of work, including component workstreams (projects) and project delivery resources. The Programme Manager will be responsible for delivery of overall outcomes, to time and budget. The role will report day to day to the Assistant Director Assurance and Innovation and work closely with the Head of Transformation and Digital, several Project Managers, a Project Officer and wider project stakeholders.

The Executive Director of Adult Social Care and Public Health is the SRO of the Programme, and the Programme Manager will report to Programme Board (a monthly standing Senior Management Team meeting). The post holder will have extensive experience of programme and project management, and a working understanding of adult social care.

Specific Duties and Responsibilities

1. Lead on delivery of the ASCPH TSC Programme, including managing programme and project elements to time, budget and agreed outcomes.
2. Overall management of delivery project resources supporting each workstream.
3. Ensure that projects within programmes are accurately scoped and defined in order to ensure successful delivery.
4. Oversee project managers to ensure that workstream activities are delivered, by actively tracking project plans. This includes identifying, managing, and mitigating risks and issues and/or initiating appropriate corrective action to ensure that project outcomes are delivered.
5. Lead on governance reporting across the programme to Programme Board, including overseeing a forward plan of deep dives.
6. Work collaboratively with relevant stakeholders ensuring that they are appropriately engaged and influenced with regards to project activities providing clear accountabilities, relationship management and support.
7. Develop programme communications and contribute to wider directorate communications for the programme, including oversight of the content on the ASCPH intranet.
8. Support the skills development of the 0.5 FTE Project Officer allocated to the programme.

Wider 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 system.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe,

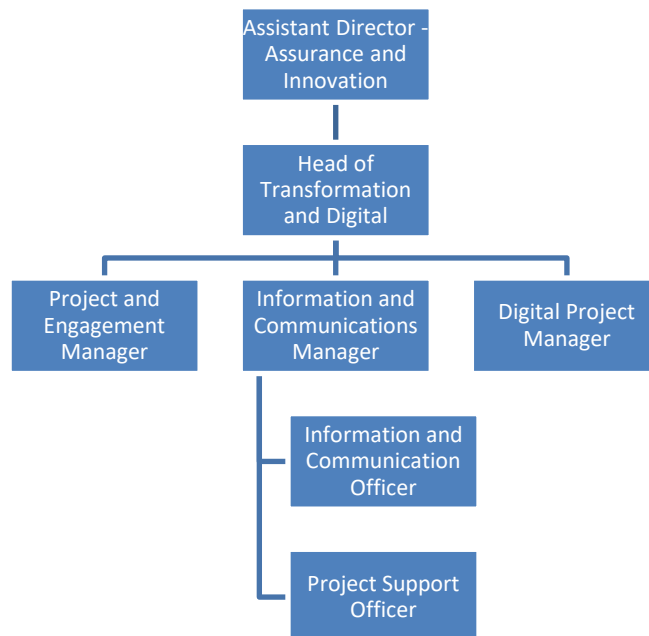
supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- 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 role is expected to work in both the Civic Centre in Twickenham and Town Hall in Wandsworth as required.

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
Detailed working knowledge and understanding of programme and project management methodologies	Yes		A/I

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Good understanding of local government, adult social care and NHS healthcare	Yes		A/I
Experience	Essential	Desirable	Assessed
Management experience, including matrix management of staff.	Yes		A/I
Successful delivery of complex programmes/projects	Yes		A/I
Working successfully with elected members, partners and key stakeholders to deliver transformational change	Yes		A/I
Contributing to and leading on change management programmes	Yes		A/I
Skills	Essential	Desirable	Assessed
Ability to establish connections and credibility with senior stakeholders in order to collaborate and also challenge where necessary	Yes		I
Ability to design, plan and scope projects and programmes	Yes		I
Ability to question and challenge conventional thinking, with a continual eye on the bigger picture		Yes	I
Ability to influence, negotiate and persuade in challenging circumstances	Yes		I
Attention to detail and organisational skills	Yes		I
Ability to write and present complex reports	Yes		I
Ability to prioritise and work with minimal supervision	Yes		I
Qualifications	Essential	Desirable	Assessed
Relevant Project Management professional qualification or equivalent level of experience	Yes		A

A – Application form / CV

I – Interview

T – Test

C - Certificate