



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Cost of Living Programme Manager	Grade: MG2
Section: Finance – Cost of Living Team	Directorate: Finance
Responsible to following manager: Assistant Director of Finance (Revenues)	Responsible for following staff: Line management of 3 staff and Graduate Trainee
Post Number/s:	Last review date: September 2022

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

Programme management of Richmond and Wandsworth Council’s Cost of Living programmes. To lead programme delivery, monitoring and reporting. To provide advice and guidance to senior stakeholders on programme delivery and programme governance. To identify opportunities for improved collaboration across council teams, the VCS and key stakeholders. Stakeholders will include relevant elected members, Chief Officers and voluntary sector organisations working in partnership with the Councils to deliver cost of living support to residents and businesses.

Specific Duties and Responsibilities

- Keep up to date with latest national and regional policy agenda, identify opportunities and make recommendations for the ongoing evolution of this programme.
- Develop and implement a robust programme management framework which ensures the programme is delivered to time, budget and expectation. This includes identifying and agreeing a programme structure, governance and reporting arrangements and strong oversight of the key workstreams.
- To convene and support a Cost-of-Living Programme Board and associated meetings ensuring all risks to programme delivery are identified and mitigating actions identified, tracked and delivered.
- Identify programme issues, interdependencies and resource “pinch points” and ensure measures to address these are taken.
- Ensure that key decisions are channelled appropriately through each council’s own decision-making processes including drafting reports for Directors’ Board, Committees etc.
- Monitor and report on programme delivery to ensure it is delivered on time and meets programme outcomes.
- Ensure agendas, highlight reports and other information/documents are prepared for workstream meetings and other relevant programme board meetings as required by the programme governance requirements.
- Manage and monitor programme budget of £10m in Wandsworth and £3m in Richmond including reporting on budget position to Programme Board.
- Work with Workstream leads to ensure that the Cost of Living Programme is delivered and that all changes are communicated and embedded effectively internally and externally.
- Liaise with related programmes and projects to maximise synergies and avoid conflict of resources, objectives or duplication.
- Map the impact of current support and cost of living proposals to identify gaps where vulnerable households or businesses are not in receipt of support and where this may need to be developed.
- Capture and report on the impact of Cost of Living activity.
- Develop programme communications and contribute to wider corporate communications for the programme, including oversight of the content on the council’s websites.
- Support procurement and the appointment of external resources as required.
- Ensure that any delay or slippage is escalated in a timely manner.
- Maintain good electronic filing systems to ensure effective version control and audit trails of decisions etc.
- To provide support and cover for the Programme Sponsor as required

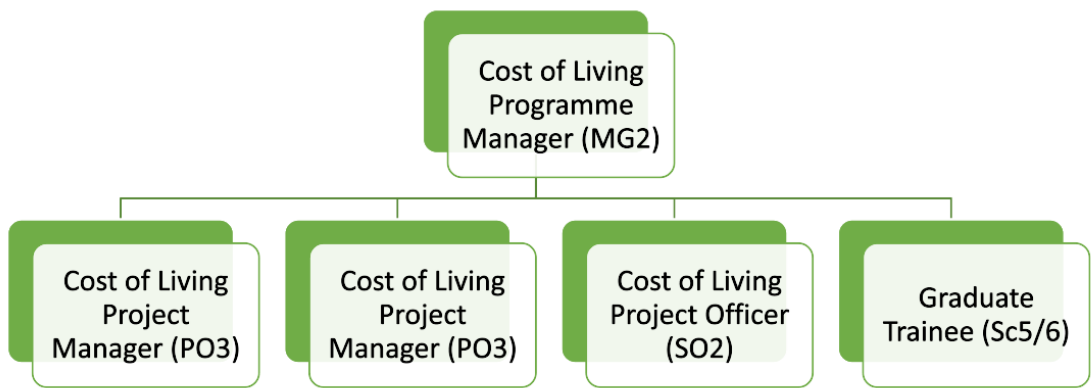
Generic Duties and Responsibilities

- 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 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

- This post will also involve matrix management of staff who are based in other services but will be involved in supporting or delivering aspects of this programme. This will require good working relationships with relevant line managers. The postholder will also be responsible for directly managing a Graduate Trainee, two Project Managers and a Project Officer all of who support in delivery of the Cost of Living programme.

Team structure



Person Specification

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Our Values and Behaviours

As an organisation that’s come together to represent a broader part of London, we reaffirm our commitment to embrace difference, to connect even more deeply and widely and to show compassion and empathy for the people we work with and the people we serve.

Our values are:

- Think bigger
- Embrace difference
- Lead by example
- Connect better
- Put people first

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	x		A/I
Excellent understanding of local government services	x		A/I
Experience	Essential	Desirable	Assessed
Management experience, including matrix management of staff.	x		A/I
Successful delivery of complex programmes/projects	x		A/I
Working successfully with elected members, partners and key stakeholders to deliver transformational change	x		I

Contributing to and leading on change management programmes	x		A/I
Skills	Essential	Desirable	Assessed
Ability to establish connections and credibility with senior stakeholders in order to collaborate and also challenge where necessary	x		I
Ability to design, plan and scope projects and programmes	x		I
Ability to question and challenge conventional thinking, with a continual eye on the bigger picture in terms of the corporate context and external environment	x		I
Ability to influence, negotiate and persuade in challenging circumstances	x		I
Attention to detail and organisational skills	x		I
Ability to write complex reports	x		I
Ability to prioritise and work with minimal supervision	x		I
Qualifications	Essential	Desirable	Assessed
Educated to degree level or equivalent by experience		x	A/C

A – Application form / CV

I – Interview

T – Test

C - Certificate