# Job Profile comprising Job Description and Person Specification

## Job Description

| Job Title:<br>Programme Planning Officer | Grade:<br>PO1 - 2 |
|---|---|
| Section:<br>The Change Team | Directorate:<br>Change & Innovation |
| Responsible to following manager:<br>Louise Hodgskiss | Responsible for following staff:<br>n/a |
| Post Number/s: | Last review date: |

---

**Working for the Richmond & Wandsworth Better Service Partnership**

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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**

The post-holder will be working in the Portfolio Office part of the Change Team. The Portfolio Office provides scrutiny, challenge, and support for the Change Programme Board and for other major transformation activity. The post holder will support the colleagues in the Change Team in the delivery of the Change Programme and other change activities as needed. Providing project and programme support for the programme, they will work closely with senior officers on a wide range of project and programme related activities

**Specific Duties and Responsibilities**

1. Provides project and programme support the Change Team, working closely with senior managers to support Change Programme reporting, analysis and delivery.
2. Assists with the production of Programme documentation, such as Programme Board papers, Programme plans, risk registers – ensuring strict version control and folder organisation is maintained
3. Supports the Assistant Director with the tracking of benefits and other Programme performance monitoring information, reporting to the Programme Board.
4. Assists with the production of programme reports and presentations – in particular Programme Dashboard and Portfolio Highlight reports - coordinating the input from Portfolios and other colleagues within the required timescales
5. Supports the development of programme management tools, templates and processes.
6. Undertakes other programme or portfolio activities as required to support the overarching Programme and other Change activities as required.
7. Carries out research and analysis as required, drafting reports for management review
8. Works collaboratively with other teams and services, as well as external partners and agencies.

**PO1**

- Works on their own initiative to develop meeting agendas for project boards etc. and update key project documentation
- Able to effectively contribute to portfolio and programme reports
- Able to attend meetings independently as a programme representative and confidently contribute to discussion
- Takes a collaborative role in project work, working with colleagues from other departments to achieve key deliverables

**PO2**

- Ensures the Assistant Director for Change & Innovation is kept fully abreast of changes and developments within the Programme
- Able to identify key risks and issues and escalate as needed
- Able to draft reports (with some support)

**Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.

- 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 Richmond and Wandsworth 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 roles within the Councils.

- 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**

**Team structure**
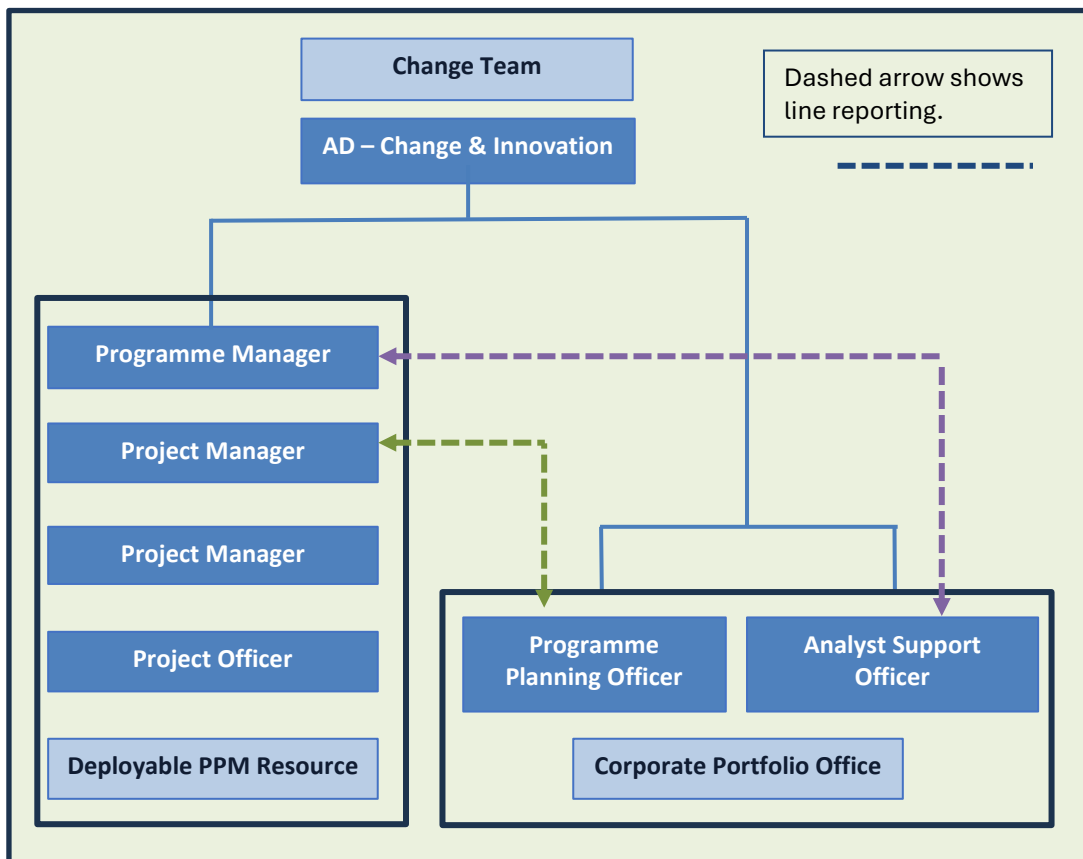
# Person Specification

| Job Title: | Grade: |
|---|---|
| Programme Planning Officer | PO1 - 2 |
| **Section:** | **Directorate:** |
| The Change Team | Change & Innovation |
| **Responsible to:** | **Responsible for:** |
| Louise Hodgskiss | n/a |
| **Post Number/s:** | **Last Review Date: November 24** |

**Our Values**

<div align="center">

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

</div>

Our Values are embedded across Richmond & Wandsworth Better Service Partnership 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 (explanation below) |
|---|---|---|---|
| **Knowledge** | | | |
| | Essential | Desirable | Assessed |
| Knowledge of internal and external factors currently affecting the work undertaken in local government | | x | A / I |
| Broad knowledge of the different services provided by local government | | x | A / I |
| **Experience** | | | |
| | Essential | Desirable | Assessed |
| Experience of working on or supporting projects and/or large-scale programmes (including support such as preparing key documentation) | x | | A / I |
| Some experience of operating in a political environment, recognising and handling in an appropriate manner, confidential | | x | A / I |

| or sensitive information and distinguishing between political and non-political activities | | | |
|---|---|---|---|

## Skills

| | Essential | Desirable | Assessed |
|---|---|---|---|
| Ability to communicate effectively both orally and in writing to a variety of audiences | x | | A / I |
| Ability to accurately analyse numeric and textual data, and present your findings in a clear and coherent way to a variety of audiences | x | | A / I |
| Ability to exercise tact and diplomacy, and first-rate interpersonal, negotiation, and influencing skills | | x | A / I |
| Ability to make the most out of new and emerging technologies to ensure the Change Team and the Change Programme are as efficient as they can be. | | x | A/I |
| Ability to work at pace, juggle priorities, and assimilate new information quickly, and ability to make sound decision and judgements under pressure | x | | A / I |
| Ability to manage a varied workload and respond flexibly to changing needs and priorities | x | | A / I |
| Ability to work both independently and as an effective team member, using initiative and adapting to changing priorities and deadlines in a calm, well-organised and methodical manner | | x | A / I |
| Ability to handle confidential or sensitive information and to distinguish between political and non-political activities | | x | A / I |
| Ability to work across different teams in a flexible and adaptable way | x | | A / I |

## Qualifications

| | Essential | Desirable | Assessed |
|---|---|---|---|
| GCSE in Mathematics and English Language - Grade A to C or equivalent | x | | A / C |
| Strong IT skills especially in Word, Excel and PowerPoint. | x | | A / C |
| Educated to degree level or equivalent through work experience | | x | A / C |
| A project management qualification or experience would be helpful. | | x | A/C |

**A – Application form / CV**
**I – Interview**
**T – Test**
**C - Certificate**