**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Programme and Change Delivery Manager | **Grade**:  PO6 |
| **Section:**  Planning and Transport Strategy Division  Spatial and Transport Planning Service | **Directorate:**  Environment and Community Services |
| **Responsible to following manager:**  Spatial Planning and Design Team Manager | **Responsible for following staff:**  N/A |
| **Post Number:** RWE3265 | **Last review date:**  July 2021 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement (SSA) 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**

To work collaboratively with the Spatial Planning and Design Team Manager, Principal Policy and Information Planners and Principal Conservation and Urban Design Officer in, delivering the Planning Policy and Design Team’s work programmes and projects to time, quality standards and cost including effective resource planning and benefits management.

**Specific Duties and Responsibilities**

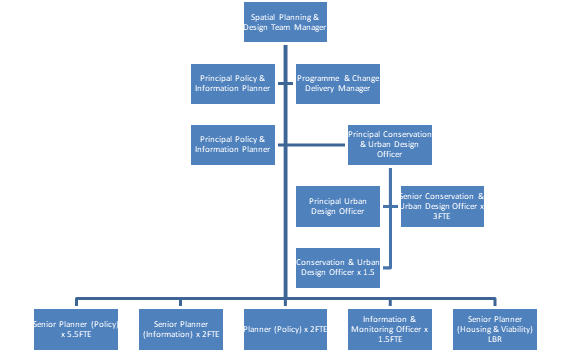
1. Reports to the Spatial Planning and Design Team Manager.
2. Works with the Spatial Planning and Design Team Manager, Principal Policy and Information Planners as well as the Principal Conservation and Urban Design Officer to change to, and implement, a ‘one-team’ service provision approach across the SSA Spatial Planning and Design Team. Ensures a smooth transition and change in service provision and ways of working across both boroughs by deploying and successfully implementing a matrix management approach.
3. Takes responsibility, in liaison with the Spatial Planning and Design Team Manager, to plan and manage the capacity and allocation of resources required for the delivery of short, medium and long-term commitments (programmes and projects), taking account of skills and capabilities within the team.
4. Designs and implements with the Spatial Planning and Design Team Manager a framework for performance outputs and evaluation of the team’s capabilities.
5. 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 and service outcomes are delivered.
6. Takes responsibility for delivering change, including effective management of work programmes and projects across multiple work packages, including identifying and managing dependencies and inter-dependencies.
7. Leads and drives day-to-day change management activities in the way the Service operates, providing appropriate levels of support and coaches team members in the matrix management structure. Identifies issues and implements solutions as necessary to a facilitate the shift to a ‘one-team’ service provision approach across the SSA Spatial Planning and Design Team, utilising available best practice and creative management techniques.
8. Reviews work programmes and project plans on a regular basis to ensure that the Service is proactive in its approach to service delivery. Keeps abreast of spatial planning and design changes, including government planning reforms, including scanning the horizon for changes, and makes recommendations to ensure that key priorities are met. This includes responding proactively to planning resource requirements to deliver new and emerging workstreams and changing priorities.
9. Liaises with the Spatial Planning and Design Team Manager to ensure that reports, such as Committee Reports, Agendas and responses to other consultations such as those by Government and the Mayor of London are scheduled and actioned by deadline dates.
10. Builds and maintains effective working partnerships and relationships with key stakeholders, including senior management and Councillors. This includes ensuring effective overall integration of work programmes and project plans with Richmond and Wandsworth Councils’ strategic and operational strategies, plans and programmes, particularly where there is an interface between projects.
11. Reporting of programmes and projects by producing regular highlight reports for the Head of Spatial and Transport Planning and Spatial Planning and Design Team Manager on project delivery and makes recommendations where appropriate.
12. Develops and maintains a broad knowledge of spatial planning, including plan-making, planning policy, planning information, historic conservation.

**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 SSA will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

**Team structure**



**Person Specification**

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| **Responsible to:**  Spatial Planning and Design Team Manager | **Responsible for:**  N/A |
| **Post Number:** RWE3265 | **Last Review Date:**  July 2021 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A**  **& I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Knowledge or understanding of the built environment sector, including in particular in planning and/or design. | A/I |
| Understanding of procurement, resource allocation as well as local authority financial processes and procedures | A/I |
| Understanding of Committee cycles and authorisation processes in a local authority | A/I |
| **Experience** | |
| Proven experience in applying techniques for planning, monitoring and controlling programmes and projects, including programme and project management methods such as AMPG Change Management, MSP, PRINCE2 | A/I |
| Experience of successfully leading and delivering a change and / or service improvement programmes within a complex organisation | A/I |
| Experience of working in a matrix management structure | A/I |
| A track record of successfully planning, managing, monitoring and controlling discrete as well as complex cross-functional projects and programmes to time and within budget | A/I |
| Proven experience of applying strong analytical skills and lateral thinking to develop transition strategies, plans and service solutions | A/I |
| Experience of working collaboratively with relevant groups, staff, elected members and key external partners e.g. GLA to maximise opportunities | A/I |
| **Skills** | |
| Evidenced excellent communication, influencing and negotiation skills to drive and manage change and deliver strategic priorities | A/I |
| Evidenced innovative and imaginative approach and the ability to identify new and credible options for service development | A/I |
| Proven interpersonal skills with the ability to establish positive working relationships with staff at all levels, corporate colleagues, external organisations, elected members etc. to generate confidence, trust and respect | A/I |
| Proven skills and experience in the use of research and development, analysis and modelling, particularly in relation to planning, monitoring and controlling programmes and projects | A/I |
| Evidence of being a constructive participant in a variety of meeting environments with the experience, skills, and gravitas to play an active role | A/I |
| An effective, authentic and inspiring leader, with the ability to command respect and impact on those you come into contact with | A/I |
| An ability to find ways of solving or pre-empting problems | A/I |
| **Qualifications** | |
| * Relevant qualification – AMPG Change Management, MSP, PRINCE2 or equivalent programme and project management methods * Degree in a relevant discipline in the built environment sector (such as town planning, urban design, architecture, transport planning, or geography). | A  A |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**