

## JOB DESCRIPTION

<b>JOB TITLE</b>	Programme Manager – Cheshire & Merseyside Change
<b>GRADE</b>	EPO6
<b>REPORTING TO</b>	Director of Change and Integration
<b>JD REF</b>	CSUP0157P

### PURPOSE

Accountable for the management and development of programmes ensuring agreed outputs and outcomes are delivered and quality levels of delivery in line with the standards developed by the Cheshire and Merseyside Change and Integration Programme.

### MAIN DUTIES AND RESPONSIBILITIES

1. Oversee the co-ordination and administrations of all aspects of the ongoing programme(s) including controlling programme activities, planning, organisation, and risk control.
2. Promote an integrated, consolidated and consistent partnership-wide approach to programme management, supported by the appropriate governance arrangements, processes and stakeholder engagement.
3. Develop a programme evaluation framework to assess the strengths and weaknesses of the programme.
4. Establish and implement a performance management process for all programmes.
5. Provide direction, input and feedback on the projects within the programme, co-ordinating the delivery of services among the different programme activities to increase efficiency and effectiveness.
6. Develop and implement long term goals and objectives to achieve the successful outcome of the programme whilst ensuring the programme activities operate within relevant policies and procedures.
7. Develop a budget and operating plan to support the programme(s) and monitor and approve all budgeted programme expenditure.
8. Provide a risk management process for all projects and programmes.
9. Identify and evaluate the risks associated with the programme activities and take appropriate action to control / mitigate the risks.



10. Manage resource utilisation and the flexible deployment of the team to support key areas of change on a priority basis.
11. Manage and/or support the initiation and implementation of key projects in consultation with senior stakeholders, actively leading projects where appropriate to defined cost and quality standards.
12. Ensure compliance with policies, aims and objectives and professional project and programme standards
13. Manage the performance of external consultants and contractors supporting Programme delivery activities where required.
14. Monitor, evaluate and report on the programme activities according to the evaluation framework and recommend any changes to enhance the programme.
15. Responsible for supporting the delivery and improvement of outcomes across the Cheshire and Merseyside Integrated Care Board footprint, working in close partnership with service managers in both Local Authorities and Health.

## **ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS**

### **Qualifications:**

- PRINCE2 Practitioner.

### **Knowledge & Skills:**

- Knowledge of project management methodologies and ability to apply them
- Ability to analyse and assess complex information.
- Ability to work positively with and influence a wide range of individuals including the most senior decision makers.
- Effective communication and presentation skills.
- Ability to influence, direct and guide staff to deliver objectives.
- Ability to apply creative thinking to solve problems.
- Strong organisation abilities.
- Budget and resource allocation skills.

### **Experience:**

- A track record of managing delivery of large and complex change programmes.
- Experience of providing assurance and reporting to programme boards.
- Experience of matrix management of staff and resources.
- Experience of budget management within programmes.
- Experience of risk/issue management and escalation.
- Experience of contract management of consultancy resources.

- Experience of stakeholder analysis and engagement.

## **DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS**

### **Qualifications:**

- Holds or willing to work towards one or more of the following:
- Managing Successful Programmes – Practitioner.
- Management of Risk – Practitioner.
- Membership of Association of Project Managers.

### **Knowledge & Skills:**

- An understanding and/or experience of the commercial sector.
- An understanding and / or experience of alternative delivery models for public services.

### **Experience:**

- Experience of working with elected members.
- Experience of delivering digital transformation projects.
- Experience of operating within a Local Authority/public sector environment.

## **ADDITIONAL INFORMATION**

Able to travel around the Cheshire & Merseyside Integrated Care Board footprint area using private or public transport.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

**DATE OF APPROVAL: 24/11/2022**

**APPROVED BY: HEAD OF SERVICE**