

## **ROLE DESCRIPTION**

|                                    |                                 |
|------------------------------------|---------------------------------|
| <b>Job Title</b>                   | Programme Manager               |
| <b>Salary Band</b>                 | SCP 44-50                       |
| <b>Reporting to</b>                | Senior Programme Manager        |
| <b>Directorate</b>                 | Resources                       |
| <b>Service Area &amp; sub area</b> | Delivery & Assurance Unit (DAU) |
| <b>Team</b>                        | Delivery Services               |
| <b>Political Restriction</b>       | N/A                             |

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| <b>1. Primary Purpose of the Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| To lead the design and delivery of complex transformation and change programmes, comprising groups of interrelated projects, ensuring strategic objectives, sustainable change and intended benefits are realised.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>2. Your responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>The Liverpool City Region Combined Authority's Delivery Services team brings together project, programme, business analysis and change professionals who lead some of the most complex and transformational programmes across our organisation and City Region.</p> <p>The team turns strategic priorities and ideas into well-designed and deliverable change, helping to modernise the organisation and make a positive difference for the 1.6 million residents of the Liverpool City Region.</p> <p>As one of our Programme Managers, you will occupy a senior position in the team. You will lead innovative and complex transformation programmes, build effective multidisciplinary teams and help develop our delivery function and its people.</p> <p>With the support of our central PMO, specialist change capabilities and Project Management Framework, you will have the autonomy to shape the most appropriate delivery approach, providing clarity and leadership throughout the programme lifecycle.</p> <p>If you are a proven programme management professional, can lead people through complex change, thrive in uncertainty and bring structure and momentum to evolving priorities, this is a great role for you.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Lead complex transformation and change programme(s) through all programme lifecycle stages.</li> <li>• Form and lead multi-disciplinary programme teams from across the organisation with shared goals and objectives.</li> </ul> |

- Lead the provision of programme management services into assigned business areas, agreeing expectations, monitoring delivery and supporting effective transition and handover.
- Contribute to workforce and resource planning activities, helping Delivery Services respond effectively to organisational demand.
- Provide programme and resource information to support portfolio reporting, prioritisation and senior leadership decision-making.
- Devise and implement change initiatives to increase the organisation's level of programme management maturity.
- Agree programme outcomes, benefits and project outputs, and maintain delivery within agreed time, cost and quality parameters.
- Build up sufficient technical and sector-specific knowledge as appropriate to lead your programme.
- Forge collaborative relationships with key project stakeholders including CA Directors, Project and Programme Sponsors, subject matter experts and local authority senior officers.
- Establish proportionate governance arrangements to ensure appropriate levels of oversight and stakeholder engagement in line with the Project Management Framework.
- Provide clear, timely and outcomes-focused programme reporting to support effective oversight and decision-making.
- Oversee and maintain proportionate programme documentation, including risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating where appropriate.
- Ensure the people, process, technology and organisational dimensions of change are understood, effectively managed and embedded.
- Work with Procurement colleagues to procure external services, overseeing contractor and supplier inputs and ensuring compliance with contractual commitments. This may include establishing new routes to market where existing arrangements are unsuitable.
- Manage project and programme budgets, working closely with PMO, Finance and Audit colleagues to maintain a clear and accurate understanding of the financial position.
- Organise, facilitate and participate in programme-related meetings, workshops and events (including off site).
- Manage resources to deliver on priorities, including managing and mentoring Project Managers and support staff (including beyond the Programme team).
- Prepare reports, briefing papers and other documents, giving presentations as required, working closely with PMO staff.

### **3. General Corporate Responsibilities**

- Champion the Liverpool City Region Combined Authority's values and behaviours, consistently demonstrating LCR First, Respect and Action Focused in all interactions.
- Act as an ambassador for the Combined Authority, building positive and productive relationships with colleagues, partners, suppliers and stakeholders.



- Contribute to the achievement of the Corporate Plan, Devolution priorities and wider organisational objectives.
- Promote a culture of continuous improvement, learning, collaboration and innovation across programmes, projects and service areas.
- Share knowledge, expertise and good practice to strengthen organisational capability and support the development of colleagues.
- Ensure equality, diversity and inclusion principles are embedded into all aspects of service delivery and decision-making.
- Support the achievement of corporate efficiency, modernisation and transformation objectives.
- Ensure compliance with all relevant legislation, policies, Standing Orders, Financial Regulations, governance arrangements and health and safety requirements.
- Undertake any other duties commensurate with the grade and purpose of the role.

#### **4. Recruitment Plan**

Competency based Interview

## PERSON SPECIFICATION

**Job Title:** Programme Manager

| Criteria                                                                            |                                |               |
|-------------------------------------------------------------------------------------|--------------------------------|---------------|
| Qualifications and Training                                                         | E = Essential<br>D = Desirable | Identified By |
| Relevant Project/Programme management qualification (MSP, APM, PRINCE2, PMBOK). (E) | E                              | A             |

| Experience and knowledge                                                                                                                                                                                          | E = Essential<br>D = Desirable | Identified By |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|
| Substantial programme management leadership experience within a complex transformation or change environment.                                                                                                     | E                              | A, I          |
| A demonstrable track record of leading complex, large-scale programmes, managing significant budgets and delivering agreed outcomes and benefits.                                                                 | E                              | A, I          |
| Experience of leading procurement activities and managing contracts.                                                                                                                                              | E                              | A, I          |
| Experience of forming and leading credible multidisciplinary teams, including programme and project managers, analysts and subject-matter experts, around shared outcomes.                                        | E                              | A, I          |
| Knowledge or experience of delivering transformation in one or more relevant areas, including organisational change, digital, transport, land and property, economic development, culture and tourism, or energy. | D                              | A             |

| Skills and abilities                                                                                                                                                                        | E = Essential<br>D = Desirable | Identified By |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|
| Strong understanding of change management, business readiness, stakeholder engagement and the conditions required to embed sustainable organisational change and realise intended benefits. | E                              | A, I          |
| Confident use of Microsoft 365 and collaborative digital tools to support programme planning, reporting, governance and stakeholder engagement. (e.g. SharePoint, CoPilot).                 | E                              | A, I          |
| Able to translate strategic priorities into structured, deliverable programmes and manage competing priorities effectively.                                                                 | E                              | A, AC, I      |
| Excellent communication and influencing skills, including the ability to:                                                                                                                   | E                              | A, AC, I      |



|                                                                                                                                                                                                                                                                                                            |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>communicate organisational strategy and priorities clearly;</li> <li>create a shared vision and compelling case for change;</li> <li>influence stakeholders to support programme outcomes; and</li> <li>overcome barriers through constructive dialogue.</li> </ul> |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

| <b>Personal Attributes</b>                                                                                                                   | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------|
| Demonstrates visible leadership and personal accountability, taking ownership for outcomes and following through on commitments.             | <b>E</b>                               | <b>A, AC, I</b>      |
| Proactive, self-motivated and comfortable exercising initiative and professional judgement with appropriate autonomy.                        | <b>E</b>                               | <b>A, AC, I</b>      |
| Resilient and adaptable, able to maintain focus and sound judgement while managing competing priorities and changing demands.                | <b>E</b>                               | <b>AC, I</b>         |
| Open, honest and collaborative, with a commitment to listening, building trusted relationships and working across organisational boundaries. | <b>E</b>                               | <b>A, AC, I</b>      |
| Inclusive and respectful, valuing different perspectives and creating an environment in which people can contribute effectively.             | <b>E</b>                               | <b>A, I</b>          |
| Curious and improvement-focused, willing to challenge constructively, learn from experience and identify better ways of working.             | <b>E</b>                               | <b>AC, I</b>         |

### Key to Assessment Methods:

|                        |                 |                  |                 |
|------------------------|-----------------|------------------|-----------------|
| KO – Knockout question | A - Application | P – Presentation | T - Test        |
| FQ – Filter Question   | I – Interview   | E – Exercise     | AC – Assessment |



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION