Job Description

Job Title	Programme Manager - Cheshire & Merseyside Change
Grade	EPO6
Reporting To	Director of Change and Integration
JD Ref	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

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.
- Promote an integrated, consolidated and consistent partnership-wide approach to programme management, supported by the appropriate governance arrangements, processes and stakeholder engagement.

Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Oversee the co-ordination and administrations of all aspects of the ongoing programme(s) including controlling programme activities, planning, organisation, and risk control.
- 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.
- 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.
- Develop a budget and operating plan to support the programme(s) and monitor and approve all budgeted programme expenditure.
- Provide a risk management process for all projects and programmes.
- Identify and evaluate the risks associated with the programme activities and take appropriate action to control / mitigate the risks.

- Manage resource utilisation and the flexible deployment of the team to support key areas of change on a priority basis.
- 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.
- 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.

Communication, Engagement and Training:

- Develop a programme evaluation framework to assess the strengths and weaknesses of the programme.
- Establish and implement a performance management process for all programmes.

Data Analysis and Decision-Making:

- Monitor, evaluate and report on the programme activities according to the evaluation framework and recommend any changes to enhance the programme.

Performance Management:

- Manage the performance of external consultants and contractors supporting Programme delivery activities where required.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure compliance with polices, aims and objectives and professional project and programme standards

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- PRINCE2 Practitioner.

Desirable

- 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

- 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.

Desirable

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

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

- 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.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Nasima Patel
Date Of Approval: 06.11.2026

