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| **Profile Title:** | Programme Manager - Wellbeing | bmbccolb |
| **Reports to:** | Head of Department/Service Director |
| **Employee Management:** | Small Team | **Grade:** | 11 | **Profile Ref:** | 84278 |
| **Purpose of the Post** |
| To lead the management of programmes and projects in relation to the care, welfare or wellbeing of people, ensuring successful gathering and delivery of all requirements. |
| **Responsibilities** |
| * Lead on programme management co-ordinating resources to ensure programmes are delivered on time and within budget.
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| * Ensure that all programmes and projects are effectively planned and managed within a formal programme and project management framework.
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| * Provide professional advice and guidance in relation to the programme, with consideration for the complex requirements of people-related issues , ensuring that key milestones and information are communicated to internal and external stakeholders.
 |
| * Be responsible for monitoring risks and dealing with issues to ensure programmes and projects are delivered.
 |
| * Undertake performance management and complex data analysis and interpretation, promoting quality practice and service delivery, ensuring continuous improvement.
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| * Identify, evaluate and implement processes, technology and systems to enhance programme and service delivery.
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| * Prepare and deliver reports and presentations.
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| * Be responsible for the recruitment, training and management of a small team, including co-ordination of project teams not managed by the jobholder.
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| * Be responsible for the monitoring and management of programme budgets.
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| * Contribute to the development of service strategies, polices and plans with careful consideration of the impact these have on the physical, mental, social, economic and environmental wellbeing of people.
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| * Proactively liaise, negotiate, influence and collaborate with internal and external stakeholders including managers, employees, councillors and partnership agencies as required to ensure the effective delivery of programmes and projects.
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| * Keep abreast of wider developments to enhance the service accordingly, to satisfy internal and external demands.
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| * Comply with all health and safety regulations, legal requirements, statutory requirements, standing orders and financial regulations of the Council.
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| * Undertake any other duties commensurate with the role as requested by management.
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| **Education and Training** | **Measure** | **Rank** |
| * Level 7 Qualification
 | A/C | E |
| * Degree qualification in relevant area (Level 6).
 | A/C | D |
| * Relevant Programme/Project Management Qualification
 | A/C | E |
| * Willingness to Undertake the Barnsley Leadership Programme
 | A/I | E |
| * MSP.
 | A/C | D |
| **Relevant Experience** | **Measure** | **Rank** |
| * Substantial experience in all aspects of programme / project management with a demonstrable track record of success.
 | A/I/P | E |
| * Experience of managing large complex change management programmes / projects within a large organisation.
 | A/I | E |
| * Experience of providing specialist programme / project management advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis.
 | A/I/P | E |
| * Experience of performance management in relation to outputs and outcomes of programmes and projects to meet corporate objectives.
 | A/I | E |
| * Experience of budget management.
 | A/I | E |
| * Experience of leading, driving and performance managing employees and teams.
 | A/I | E |
| * Experience of policy and procedure formulation and implementation.
 | A/I | E |
| **General and Special Knowledge** | **Measure** | **Rank** |
| * Knowledge of local and national strategies, policies and legislation relevant to the area of work.
 | A/I | E |
| * Extensive knowledge of all aspects of programme / project management including project planning, risk management, governance, value for money and benefits realisation.
 | A/I | E |
| * Knowledge of partnership working practices and principles.
 | A/I | E |
| * Knowledge and understanding of large scale services.
 | A/I | E |
| * Working knowledge of Microsoft applications.
 | A/I | E |
| * Knowledge of the pressures facing local government.
 | A/I | E |
| **Skills and Abilities** | **Measure** | **Rank** |
| * Strong leadership skills and the ability to effectively manage resources (human, physical and financial) to meet defined targets and the priorities of the organisation.
 | A/I | E |
| * Excellent interpersonal skills, including the ability to influence decision makers and resolve conflicts.
 | A/I | E |
| * Ability to work at senior levels within an organisation and partnership agreements, sometimes in areas of tension and conflict.
 | A/I | E |
| * Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision.
 | A/I | E |
| **Additional Requirements** | **Measure** | **Rank** |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.
 | A/I | E |
| * Willing to undertake training and continuous professional development in connection with the post.
 | A/I | E |
| * Work in accordance with the council's values and behaviours.
 | I | E |
| * Able to undertake any travel in connection with the post.
 | A/I | E |