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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. | | | | | | | |
| * Ensure that all programmes and projects are effectively planned and managed within a formal programme and project management framework. | | | | | | | |
| * 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. | | | | | | | |
| * Identify, evaluate and implement processes, technology and systems to enhance programme and service delivery. | | | | | | | |
| * Prepare and deliver reports and presentations. | | | | | | | |
| * Be responsible for the recruitment, training and management of a small team, including co-ordination of project teams not managed by the jobholder. | | | | | | | |
| * Be responsible for the monitoring and management of programme budgets. | | | | | | | |
| * 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. | | | | | | | |
| * 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. | | | | | | | |
| * Keep abreast of wider developments to enhance the service accordingly, to satisfy internal and external demands. | | | | | | | |
| * Comply with all health and safety regulations, legal requirements, statutory requirements, standing orders and financial regulations of the Council. | | | | | | | |
| * Undertake any other duties commensurate with the role as requested by management. | | | | | | | |
| **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 |