


Profile Title:	Programme Development Manager	 BARNSLEY Metropolitan Borough Council				
Reports to:	Group Leader					
Employee Management:	2 managers 3 employees	Grade:	9	Profile Ref:	82629	
Purpose of the Post						
To manage the delivery of Partnership Agreement with relevant external Trusts in relation to the area of work and other key partnerships that emerge						
Responsibilities						
<ul style="list-style-type: none">• Lead on project management, co-ordinating resources to ensure projects are delivered on time and within budget.• Ensure that projects are effectively planned and managed within a formal programme and project management framework.• Provide professional advice and guidance in relation to projects, ensuring that key milestones and information are communicated to internal and external stakeholders.• Be responsible for monitoring risks and dealing with issues to ensure 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 project and service delivery.• Prepare and deliver reports and presentations.• Be responsible for programme team.• Be responsible for monitoring project budgets and undertaking all funding drawdowns and reporting, as well as identify additional match funding.• Contribute to the development of service strategies, policies and plans.• 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 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
<ul style="list-style-type: none">• Level 6• Willingness to undertake the Councils Leadership Programme					A/C A/I	E E

<ul style="list-style-type: none"> Project Management and Methodology training 	A/C	D
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Significant experience of project management to ensure the successful delivery of projects. 	A/I	E
<ul style="list-style-type: none"> Experience of working on large complex change projects within a large organisation. 	A/I	E
<ul style="list-style-type: none"> Experience of acting as an advisor to managers at all levels of seniority, external agencies and other forums. 	A/I	E
<ul style="list-style-type: none"> Experience of continuous service improvement with strong enthusiasm for improving service delivery. 	A/I	E
<ul style="list-style-type: none"> Experience of promoting positive team working. 	A/I	E
<ul style="list-style-type: none"> Experience of policy and procedure formulation and implementation. 	A/I	E
<ul style="list-style-type: none"> Experience of budget management. 	A/I	D
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Knowledge of local and national strategies, policies and legislation relevant to the area of work. 	A/I	E
<ul style="list-style-type: none"> Significant knowledge of all aspects of programme / project management including project planning, risk management, governance, value for money and benefits realisation. 	A/I	E
<ul style="list-style-type: none"> Knowledge of partnership working practices and principles. 	A/I	E
<ul style="list-style-type: none"> Knowledge and understanding of large scale services. 	A/I	E
<ul style="list-style-type: none"> Working knowledge of Microsoft applications. 	A/I	E
<ul style="list-style-type: none"> Knowledge of the pressures facing local government. 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Ability to effectively manage resources (human, physical and financial) to meet defined targets and the priorities of the organisation. 	A/I	E
<ul style="list-style-type: none"> Excellent communication, interpersonal, facilitation and negotiation skills. 	A/I	E
<ul style="list-style-type: none"> Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers. 	A/I	E
<ul style="list-style-type: none"> Ability to work at senior levels within an organisation and partnership agreements, sometimes in areas of tension and conflict. 	A/I	E
<ul style="list-style-type: none"> Strong organisation and time management skills with the ability to work under pressure, adapting to changing workload demands and organisational challenges. 	A/I	E
<ul style="list-style-type: none"> Ability to motivate individuals to maximise their performance. 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection with the post. 	A/I	E
<ul style="list-style-type: none"> Work in accordance with the council's vision, priorities, values and behaviours. 	I	E
<ul style="list-style-type: none"> Able to undertake any travel in connection with the post. 	A/I	E

