

Job Description

Project and Programme Manager (Local Government Reorganisation)

Responsible to: Assistant Director of Growth, Property and Projects

Responsible for: Corporate Project Support Officer

Overall Purpose:

Leading the effective delivery of Local Government Reorganisation (LGR) on behalf of Rushcliffe Borough Council.

To be the Council's project and programme lead for delivering LGR. You will drive the vision and oversee the design and delivery of a complex, high-impact transformation programme, and engage positively and proactively with a range of stakeholders.

1. Technical Specialism

- Act as the lead project manager for LGR, providing expert delivery in accordance with agreed project management methodologies.
- Lead the programme delivery for LGR, working proactively to ensure objectives are achieved on time.
- Work collaboratively across the Council, with councillors, staff, external stakeholders and partners and Nottinghamshire's joint PMO.
- Communicate the programme, vision and direction that inspires and energises others.
- Act as a key point of contact for the Council for LGR, establishing and maintaining effective relationships inside and outside of the organisation.
- Champion innovation and new ways of working as part of the delivery of LGR and transformation programme.
- Identify and assess potential impacts and opportunities for the Council and proactively respond using recognised practices.
- Effectively manage risk and performance in the project and programme delivery of LGR.
- Plan for the future capability and capacity needs of the organisation and workforce.

- Lead and drive change.
- Translate and effectively present complex information to a range of non-technical people which engages the audience and clearly communicates the message.
- Undertake key research and analysis and be cognisant of learnt experience, central government policy and best practice. Translate findings into fit for purpose outputs to inform the Council's approach to LGR and preparation of reports and business cases.
- Lead effective consultations with residents, businesses and stakeholders, gather, analyse and implement findings to ensure strong community engagement.
- Establish strong decision making and governance processes.
- Maintain effective working relationships with elected Members and present reports and respond to questions in a comprehensive and professional manner.
- Deputising for the Assistant Director when required, providing continuity in senior leadership.
- To undertake any other duties, including non-LGR related project management, which may reasonably be within the competence of the post holder.

2. Principal Operational Management Responsibilities – Team Management

2a. People

- To create an environment for people to perform and identify talent and high performers through appraisal, and support and encourage their development for future roles.
- Ensure that all HR policies are applied fairly and consistently within the service.
- To set professional standards ensuring they are met and improving individual performance and to challenge unacceptable performance and behaviour on a consistent basis

- Engage effectively with customers (internal and external) and ensure they are treated fairly and with respect.

2b. Performance, Quality and Service Improvement

- To contribute to service planning in conjunction with the team and Assistant Director
- To monitor performance on a regular basis and discuss issues relating to non-achievement of milestones and targets with the Director
- Responsible for monitoring and controlling service performance on a regular basis to ensure that key milestones and targets are meeting the requirements of the Service Plan. Raise any variance and proposed corrective action with the Director.
- To explore options, recommend and implement systems and processes that are innovative and will continually improve performance

2c. Finance

- Responsible for monitoring and controlling the budget on a regular basis to ensure that budget expenditure and income is in accordance with projections. Raise any variance and proposed corrective action with the Director.
- Identify and bid for additional funding opportunities as appropriate to enhance service provision for the benefit of customers.

2d. Risk Management

- To undertake risk assessments in relation to the team's activities, identifying risks, potential impact and contingency plans; ensuring information is collated within the Council's risk management framework and appropriate action taken.

2e. Equalities

- Develop evidence based and innovative cost-effective project outcomes that take into account the diverse needs of the district's population and seek to deliver high quality outcomes for customers.
- Ensure Equality Impact Assessments are undertaken on all projects/activities ensuring recommendations are implemented

3. Principal Operational Management Responsibilities – Corporate

3a Collaborative working

- Build constructive relationships with elected members, partners, stakeholders, other public bodies, business, developers and colleagues across all service areas.
- Ensure that information, feedback, customer comments/concerns are shared with appropriate people for action to be taken.
- Protect and enhance the reputation of the Council and its partners and provide support as required to the Director and Communications Team on media matters relating to the service.
- Ensure that Corporate Health and Safety policy and procedure is adhered to and create/maintain a safety culture within the team.

3b Corporate Projects

- Participate in corporate projects and tasks as required, in support of Council objectives and the post holder's own personal development.

3c Corporate responsibilities

- The post holder will be expected to follow the Councils' policies and procedures and operate within corporate standards of performance and governance.

4. Other

- The post holder will be expected to perform other duties that are within the scope of this job description. The job description will be subject to variation to meet service needs and changes will be applied following consultation with the post holder.
- All staff may on occasions be required to support the Council to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.