

Local Government Reorganisation

Delivering Two New Councils for Cumbria



Post Specification

Date	November 2021
Post Title	LGR Programme Manager
Job Reference	7291
Job Family	OS18ii
Pay Grade	Grade 18
Reports to	LGR Programme Director

Service Area description

On 21 July 2021, the Secretary of State announced plans for the reorganisation of local government in Cumbria. Local government in the county will transition from the current tiered structure with the county council and six district councils providing different services, to two new unitary councils from 1 April 2023. A West unitary authority will comprise the area covered by Carlisle, Allerdale and Copeland districts; and an East unitary authority will comprise the area covered by Eden, South Lakeland and Barrow districts.

The seven local authorities in Cumbria are collectively developing and delivering a transition programme to create two new distinct councils focussed on the communities they serve. This is a once-in-a-generation opportunity to shape the county's local government services for the better.

The scale and complexity of the LGR Programme requires significant programme/project management skills and experience to ensure the coherence, integrity and delivery of the programme.

This is an exciting opportunity to play a critical role within the LGR Programme, helping to ensure its success by contributing to and supporting the delivery of part of the programme.

Purpose of this post

This is a high-profile role managing a defined part of the Cumbria LGR Programme.

Working with service leaders, elected members, partners, and Trade Union colleagues at all levels of the County and District Councils to drive the development and successful delivery of LGR implementation and transformational change to ensure services are sustainable, affordable and fit for purpose within the two new councils following vesting day.

A key element of the role will be to constructively challenge current ways of working, taking an evidenced based approach to leading change that ensures services remain customer focused, innovative, and efficient.

The role will balance personal leadership of project delivery with professional programme management support, often managing a number of complex areas at the same time. Working with colleagues across the programme and seven councils, strong interpersonal, analytical, programme management and communication skills will be required to ensure success.

Key job specific accountabilities

1. Lead the development and delivery of a programme of work within the Cumbria LGR Programme, taking responsibility for engaging staff across County and District Councils and partners.
2. Manage the process of challenge, support and implementation of service re-design and reshaping projects, ensuring options and decisions are evidence based by outlining a thorough understanding of the “as-is” service delivery position before presenting options for decision and then implementing the process of change.
3. Oversee the transition between “as-is” and “to-be” ensuring appropriate consultation, engagement, communication, implementation and benefits realisation plans are in place.
4. Promote and use the relevant programme management/reporting tools to ensure a consistent, yet flexible and proportionate approach that ensures key milestones are met and project outcomes are achieved. Provide professional expertise and leadership in relation to programmes and projects to a wide range of subject matter experts.
5. Lead, manage and develop the programme team, ensuring high levels of utilisation and continuous professional development. To promote, deploy and prioritise the use of staff to ensure that projects are delivered on time and on budget.
6. Manage individual project and wider programme reporting in accordance with LGR Programme governance. Prepare and deliver progress updates as required.
7. Ensure that programmes and projects are well communicated through the programme team, its partners and stakeholders, to encourage engagement and the adoption of change.
8. Establish and maintain a network of individual and collective stakeholder relationships with the Chief Executives, Directors and Key Service Leads in order to determine programme/project priorities and manage resource requirements.
9. Provide direct line management responsibility for Project Manager(s) and Project Support Officer(s) within the programme, as well as additional temporary staff or contractors who may be used from time to time to supplement the council resources.
10. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

Key facts and figures of the post

Budget Responsibilities	No direct core budget responsibility however will be responsible for the management of relevant project budgets and ensuring that the service and financial benefits identified in agreed business cases are delivered.
Staff Management Responsibilities	The post holder will be expected to manage multiple complex projects and priorities. This will require managing project teams across a range of services, outside of formal line-management arrangements.
Other	A high-profile role, delivering a programme of work as part of the Cumbria LGR Programme. Significant working with senior officers, elected members, partners and Trade Union colleagues.

Essential Criteria - Qualifications, knowledge, experience and expertise

- Educated to degree-level or equivalent in a relevant subject, or equivalent by experience.
- MSP, PRINCE2 or equivalent programme/project management qualification or equivalent by significant experience in a similar role.
- Extensive experience of successfully developing and implementing large scale programmes. Experience of delivering change in a large, complex organisation.
- Knowledge of the Government's national agenda in relation to public sector reform, and service transformation policies, strategies, case studies and lessons learnt across other areas of local government, the wider public sector and private sector where appropriate.
- Demonstrable achievement in successfully managing programmes to time and budget in a multi-disciplinary and partnership environment, working within an effective project methodology and the effective use of change management principles and practices.
- Experience of having worked in a political environment, skills in understanding and responding to different perspectives and taking a cross-organisational perspective with the ability to develop and sustain cooperative working relationships at all levels of the organisation and with external partners.
- Experience of working in a dynamic and complex environment, handling multiple projects, developments and other business as usual tasks including risk and issue management simultaneously.
- Experience of leading cultural and behavioural change in support of new ways of working, to improve the experience or outcomes for the customer.
- Highly developed communication, challenge and negotiating skills with the ability to engage with a wide range of audiences. Clear commitment to excellent customer service.
- Well-developed analytical and problem-solving skills, including the ability to coach others in these.

Disclosure and Barring Service – DBS Checks

- This post requires does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> ▪ Will involve working on multiple and competing priorities at the same time. ▪ Involvement in projects which may receive strong opinion and / or opposition from those potentially affected. ▪ Will require strong personal and emotional resilience when dealing with affected staff groups, service users and partners, particularly when implementing significant change.
Physical Demands	<ul style="list-style-type: none"> ▪ Predominantly office / home based, with minimal physical demands.
Working Conditions	<ul style="list-style-type: none"> ▪ Predominantly office / home based but may be required to travel around county to varied council (and potentially partner) offices / sites.

Other Factors

- None