Job Description

Section A: Job Profile

The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

Job Title:	Transformation Programme Manager
Salary:	£57,178 to £60,485
Grade:	G15
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Transformation Team – Project Management Office/Directorate PMO
Service Area:	Matrix style of working
Primary Location:	County Hall, Oxford OX1 1ND including our Agile working principles. Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.
Budget responsibility:	None Operating within project and programme budgets and will have indirect impact on whole Council budget through delivery of programme of work that impact on the whole council and its workforce
Responsible to:	This will be dependent upon the programme or project you are working on.
Responsible for:	Oversight of the work of anyone working on projects and programmes as part of delivery of assigned programmes of change.
Political Restricted Post:	n/a

Job Purpose

A brief overview of the key objectives of the job:
Oxfordshire County Council are embarking on a programme of transformation and change to transform the way we become a partner, an employer and place shaper of choice.
We are developing an ambitious multi-year transformation plan that will deliver the radical change needed to meet our nine strategic priorities, our Organisational Priorities of being an Employer, Partner and Place shaper of choice, as well as our Vision for a successful and sustainable Oxfordshire County Council of the future.

This post will be part of the Transformation Project Management Office (PMO) and will programme manage and deliver several projects that will run in parallel to achieve the strategic objectives outlined within the Strategic Plan.

Overall accountability for the delivery of Programmes of transformation through its projects and the coordination of this through relevant decision making boards.

Job Responsibilities

This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.
Responsibilities
- Key guidance, decision-making and sign-off to ensure progress, successful, timely delivery of projects and wider strategic alignment.
- Chairing Boards to maintain oversight and drive reporting and accountability of progress, budget, resourcing, dependencies, risks, issues, etc. through Project Managers.
- Feeding key information by exception to the Senior Responsible Officer (SRO), relevant Head of Service, and relevant Decision making Programme Boards.
- Championing the Delivering the Future Together (DTFT) values and Change principles throughout.

Capabilities
- **Leadership:** Providing guidance and steer to teams towards to the achievement of a common goal, whilst motivating and coordinating collaboration within teams to exchange ideas and ensure best practice.
- **Strategic thinking:** Maintaining an awareness of wider strategic priorities and an understanding of how new opportunities align with this.
- **Advisory:** Offering information and guidance to others to support them to manage progress, performance, risks and issues.
- **Decision-making:** Making informed decisions based on assessment of all facts, the end goal and with a clear rationale for the best course of action to support progression.
- **Problem solving:** Working through problems which arise throughout a project lifecycle by gathering the right information, identifying a solution and coordinating the delivery of this with the right stakeholders.
- **Risk management:** Identifying, flagging and assessing risks/issues before they become a problem and planning mitigations to manage them.
- **Attitude:** What techniques do you use to change mindsets, behaviours and support colleagues to adopt different ways of working

- Provide strategic support to the Portfolio lead, SRO, relevant Head of Service, and the senior management team on programme management to plan and design the programmes of work to deliver supporting the strategic priorities.
- Work with and direct project managers to create, manage, and deliver key strategic projects enabling delivery, resolving issues and initiating corrective action.
- Define and communicate the programme's governance and reporting arrangements.
- Ensure a detailed programme plan is developed for the delivery of all programmes of work and objectives, ensuring all projects are managed and delivered using project management principles (outlined in the PMO Handbook); identifying key financial and non-financial benefits, developing and maintaining project plans and documentation to required standards, managing the implications of risks, issues and change requests on the project scope – escalating through the appropriate governance channel.
- Ensure the development and implementation of standardised strategic project management tools (PMO handbook) to foster consistency across projects, and implement the mechanisms by which progress, and performance of projects can be reported and tracked.
- Ensure effective quality assurance and the overall integrity of the programme, focusing both inwardly on the internal consistency of the programme, and outwardly on its coherence with the DTFT aims and objectives of other transformation programmes.

- Managing the programme's budget monitoring expenditure and costs against delivered and realised benefits as the programme progresses.
- Ensure the delivery agreed project outcomes and associated benefits is to the appropriate level of quality, on time and within budget, in accordance with the programme plan and programme governance arrangements.
- Manage communications with all stakeholders.
- Manage both the dependencies and the interfaces between projects and ensure the effective co-ordination of the programme's projects, including oversight of any risks and issues arising.
- Report the progress of the programme at regular intervals to the SRO, and relevant Head of Service.
- Ensure capacity is in place for all associated business support tasks, this will include activities such as: forward planning/risk management, performance reporting/information governance/ benefits management information/ engagement and consultation/ communication/ equalities and manage the change control process, ensuring resources are in place to capture and record key decisions and meeting minutes are documented and communicated within Service Level Agreement timescales.
- Work with other Managers to:
  - Manage recruitment – providing a very clear and transparent process for recruitment undertaking all necessary checks prior to approval.
  - Manage induction procedures (including equipment allocation)
  - Monitoring of sickness and vacancy levels
  - Lead the effective management of 12:3:2 performance management, development plans, disciplinary, grievance and capability issues
  - Ensure that all staff have the necessary Disclosure and Barring services (DBS) and other clearances (where applicable)
  - Overseeing of matrix staff seconded from other services
- Any other duties as may be deemed necessary to carry out the full remit of the role.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
A degree/equivalent level qualification or relevant professional qualification with evidence of continuous professional development or extensive experience.	AF/I
Excellent project management discipline and team working skills	AF/1
Good knowledge and experience of techniques for planning, monitoring and controlling programmes including good knowledge of using programme and project management methods including MSP and/or PRINCE2	AF/I
High level analytical skills and ability to interpret and communicate complex written and statistical information	AF/I
Excellent understanding of local government political context and decision-making processes	AF/I
Sufficient senior experience and credibility to oversee, direct and advise project teams on their projects in relation to the programme	AF/I
Experienced in development and delivery of transformational change programmes and identifying key financial and non-financial benefits.	AF/I
Strong strategic awareness	AF/I
Experience in influencing and persuading senior managers to take specific courses of action	AF/I
Significant experience in developing, implementing and evaluating large change management programmes, involving multiple stakeholders	AF/I
Excellent track record of identifying and delivering innovative and creative solutions to complex business problems	AF/I
Excellent change management and stakeholder management experience	AF/I
Experience of formulating recommendations for senior management and policy makers and implementing proposals	AF/I
Committed to driving performance and improving customer experience	AF/I
Ability to effectively use the full range of Microsoft Office / Office 365 applications. Specifically, PowerPoint, Visio, Word, Excel, SharePoint, Teams	AF/I
Experience of working in politically complex situations and proactively managing problems and opportunities.	AF/I
Good knowledge and experience of budgeting and resource allocation	AF/I
Effective leadership, interpersonal and communication skills with the ability to develop and maintain working relationships with multiple stakeholders across all levels.	AF/I
Ability to prioritise effectively and be flexible as situations change and develop.	AF/I

Desirable Criteria	Assessed By:
Previous experience in HR and recruitment of Project Mangers	AF/I
Experience of using programme and project management methods including MSP and/or PRINCE2	AF/I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here <u>Pre-employment checks</u>

Additional pre employment checks specific to this role are identified below (those ticked).

☐	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	☐	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
☐	Enhanced Disclosure and Barring Service check with Children's Barred List	☐	Enhanced Disclosure and Barring Service check with Adults Barred List
☐	Standard Disclosure and Barring Service check	☐	Basic Disclosure
☐	Disqualification for Caring for Children (Education)	☐	Overseas Criminal Record Checks
☐	Prohibition from Teaching	☐	Professional Registration
☐	Non police personnel vetting	☐	Disqualification from Caring
☐	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

☐	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
☐	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☐	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	☐	Restricted postural change – prolonged sitting
☐	Lone working on a regular basis	☐	Restricted postural change – prolonged standing

☐	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching	
☐	Rotating shift work	☐	Manual cleaning/ domestic duties	
☐	Working on/ or near a road	☐	Regular work outdoors	
☑	Significant use of computers (display screen equipment)	☐	Work with vulnerable children or vulnerable adults	
☐	Undertaking repetitive tasks	☐	Working with challenging behaviours	
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens	
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)	
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery	
☐	Work involving food handling	☐	Work with waste, refuse	
☐	Potential exposure to blood or bodily fluids	☐	Face-to-face contact with members of the public	
☐	Other (please specify):			