

## **Job Description**

## **Programme and Policy Manager**

*May 2024*

**POST:** Programme and Policy Manager

**SERVICE:** Planning and Regeneration

**SECTION:** Planning Strategy and Implementation

**BAND:** 9

**REPORTS TO:** Assistant Director Planning and Regeneration

**RESPONSIBLE FOR:** CDS Planner x1

**FINANCIAL RESPONSIBILITY:** N/A

**TYPE:** Hot desking or Agile/Mobile Working

### **GENERAL INFORMATION**

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

### **MAIN PURPOSE**

This post reports directly to the Assistant Director Planning and Regeneration and is responsible for supporting the development of, and management and monitoring the Council's key corporate programmes and activities to deliver a Basildon Borough Local Plan (Local Plan) and strategic work with South Essex Council's , working directly with the Planning Strategy and Implementation Team relevant Managers Group and project managers within the Council. Presenting an objective view of progress against the key corporate programmes and activities in line with service requirements and providing a level of challenge to responsible officers on processes and outcomes, to allow for the effective reporting to senior managers and Members.

The post holder is responsible for supporting the delivery of the Local Plan and other South Essex Council projects. This involves assigning officers and when necessary other senior managers to facilitate delivery, resource plans, interdependency maps, and the ongoing development and continuous review of the Council's programme around planning, plan making and project management arrangements.

The post holder is expected to:

- Act with integrity and honesty in relationships with Council and external parties
- Offer appropriate, impartial advice and guidance in the best interests of the Council and external parties
- Respect the confidentiality of client information
- Claim expertise only in areas where skills and knowledge are demonstrably adequate

- Be accurate in reporting and realistic in forecasting
- Act with due skill, care and diligence.

## **DUTIES**

1. Project Manage the delivery, monitoring and reporting of the key corporate projects (currently the Local Plan and South Essex Council workstreams). The role will be responsible for all elements of effective project management including:
  - Production of all project start-up and initiation documentation, in liaison with lead project officers including Project Briefs and Project Initiation Documents
  - Developing and monitoring Delivery Plans
  - Developing and maintaining project risk registers, issue and decision logs
  - Production of regular highlight report and status reporting to the Assistant Director and the Corporate Leadership Team
  - Effective liaison with all members of the service to ensure appropriate resource allocation and achievement of milestones
  - Stakeholder mapping, financial management and monitoring of project budgets
  - Management and administration of all project board meetings,
  - Project evaluation and closure reporting
2. To foster teamwork and involvement with staff to increase performance. To create an environment for ideas and innovations to be explored and work practices challenged. To encourage responsible officers and their teams to meet their full potential in line with priorities.
3. Responsible for the management and objective status reporting of all live corporate programmes and activities and support the delivery of resource plans to achieve the agreed outcomes on time, within the project budget, tolerances and to the expected standards, escalating risks and issues to the relevant Board.
4. Ensure communication and stakeholder engagement plans are embedded appropriately and integrated within the forward plans for Committee work programmes in line with agreed protocols.
5. To routinely engage with responsible officers to develop and present transparent highlight reports to appropriate board meetings that show the status of the delivery of strategic projects and programmes through the Council's performance management system.
6. Actively promote good working relationships with staff in other Services to ensure the smooth and efficient delivery of the Local Plan and other key Strategic Plans and Projects.
7. Collaborate with responsible officers to embed and integrate agreed project and programme management principles and methodologies within the Council.
8. Develop, review and maintain the corporate procedures and toolkits for project/programme management. Drive improvement programmes and raise awareness of these areas throughout all levels of the Council and the project community.
9. Administer and deliver the programme and project management protocols for the project community, through workshops, one to one coaching, and where appropriate through the Council's e-learning system.

10. Keep abreast of legislation and developments in programme and project management; carry out research into their local effects and implement recommendations where appropriate. Take account of the cost implications involved, review and amend procedures to ensure the Council conforms to all relevant current legislation.
11. Develop and implement initiatives to heighten the awareness of service managers to their responsibilities for effective Programme and Project Management, co-ordinating as necessary the contributions of both internal and external expert contributors.
12. Develop continuously review and maintain the Council's programme and project management element of the performance management framework.
13. Represent the Council at external meetings, seminars and conferences as required.

#### **Other**

14. You must ensure that you comply at all times with the General Data Protection Act, relating to personal information held by the Council. Any employee who misuses, accesses or discloses personal data relating to a living individual without checking that it is to be used for an authorised purpose relevant to the Authority, may be prosecuted in a Criminal Court, as well as facing disciplinary action.
15. Undertake all the duties within the framework of Equal Opportunities.
16. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
17. You will ensure that all hazards are identified and managed to an acceptable level and ensure all relevant documentation is also completed. You will also ensure you demonstrate you're committed to Health and Safety by leading by example.

## PERSON SPECIFICATION

<b>Position Title:</b>	<b>Programme &amp; Policy Manager</b>	<b>Date Prepared:</b>	<b>May 2024</b>
<b>Department:</b>	<b>Planning &amp; Regeneration</b>	<b>Band:</b>	<b>9</b>

<b>AF= Application Form</b>	<b>I = Interview</b>	<b>T= Test</b>
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	REQUIREMENTS	Essential	Desirable	Assessed
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>			
1.1	Very extensive experience in Programme and Project Management, working on complex and multi-faceted programmes and projects	✓		AF/I
1.2	Sound knowledge of techniques for planning, monitoring and controlling projects	✓		AF/I
1.3	Sound knowledge of techniques around business cases, delivery, change and benefits management	✓		AF/I
1.4	A track record in team working and team leadership, working across departmental services	✓		AF/I
1.5	Demonstrable experience of people management, supervising and/or mentoring	✓		AF/I
1.6	Experience in presenting and facilitation of workshops	✓		AF/I
1.7	Ability to identify and summarise complex information within tight timescales	✓		AF/T
1.8	Experience of leading, managing, influencing and negotiating change in a complex organisation	✓		AF/I
1.9	Experience of budgeting and resource allocation management in relation to projects	✓		AF/I
1.10	<p>The professional behaviours expected of the post holder are to:</p> <ul style="list-style-type: none"> <li>a) Act with integrity and honesty in relationships with Council and external parties</li> <li>b) Offer appropriate, impartial advice and guidance in the best interests of the Council and external parties</li> <li>c) Respect the confidentiality of client information</li> <li>d) Claim expertise only in areas where skills and knowledge are demonstrably adequate</li> <li>e) Be accurate in reporting and realistic in forecasting</li> <li>f) Act with due skill, care and diligence</li> </ul>	✓		AF/I
<b>2.</b>	<b>COMPETENCIES</b>			
<b>1</b>	<b>LEADING AND DECIDING</b>			
1	Takes control and exercises leadership. Initiates action, gives direction and takes responsibility.	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
2	<b>SUPPORTING AND CO-OPERATING</b> Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values that complement those of the organisation.	✓		AF/I/T
3	<b>INTERACTING AND PRESENTING</b> Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.	✓		AF/I/T
4	<b>ANALYSING AND INTERPRETING</b> Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicate well in writing.	✓		AF/I/T
5	<b>CREATING AND CONCEPTUALISING</b> Opens to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Support and drives organisational change.	✓		AF/I/T
6	<b>ORGANISING AND EXECUTING</b> Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.	✓		AF/I/T
7	<b>ADAPTING AND COPING</b> Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.	✓		AF/I/T
8	<b>ENTERPRISING AND PERFORMING</b> Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business, commerce and finance. Seeks opportunities for self-development and career advancement.	✓		AF/I/T
3.	<b>EDUCATION AND TRAINING</b>			
3.1	Association of Project Management (APM) – Practitioner Level/Managing Successful Programmes (MSP) – Introductory Level or another accredited project management qualification or equivalent or willingness to achieve these levels	✓		AF
3.2	Evidence of CPD	✓		AF
4.	<b>OTHER</b>			
4.1	Willing to travel around the borough as part of the normal requirement of your role	✓		AF