

**Job Description**

|  |  |
| --- | --- |
| **Department** | **CORPORATE RESOURCES** |
| **Job Title** | **PRINCIPAL PROGRAMME OFFICER** |
| **Grade** | I |
| **Primary Purpose of Job** | To support the development of policies and operation of the Council’s Programme Management Office (PMO).  To provide effective challenge, support and programme management across the Council and partner organisations, to ensure that corporate programmes and strategies are effectively implemented, primarily Transformation programmes.  To support the development of key priorities associated with performance improvement, partnerships, service transformation and customer relationship strategies. |
| **Reporting To** | Corporate Programme Manager |
| **Direct Staffing Reports** | Supervision of project staff when directed. |

**Main Duties**

|  |  |  |
| --- | --- | --- |
| **1** | Support the development and implementation of Council and partnership policies and strategies, focussing on the Transformation programmes, for instance related to the Digital Strategy and Savings Programme. | |
| **2** | Work closely with a range of internal and external partners and stakeholders to develop and deliver Council projects, particularly focussing on Digital transformation. | |
| **3** | Lead, chair, manage and support officer and partnership groups and networks where appropriate, to support the implementation of priority projects/programmes. | |
| **4** | Provide robust quality management systems in order that services can measure and benchmark performance to continuously develop function, in relation to change management and transformation programmes. | |
| **5** | Have a key role in the analysis of business need, re-engineering and proposals for continuous service improvement and the development of effective business planning processes. | |
| **6** | Be responsible for the accurate collection, analysis and reporting of performance data and work in conjunction with senior managers and team leaders. | |
| **7** | Maintain and update relevant policies and procedures for services across the Council, undertake policy reviews and projects to ensure working practices, service standards and performance meet the needs of customers, reflect changing strategic and legislative requirements. | |
| **8** | Provide operational challenge, support and guidance to Chief Officers, managers and staff across the Council to help deliver value for money strategies and the achievement of savings and efficiency programmes. | |
| **9** | Provide a professional research and review function, in order to produce relevant, accurate and innovative reports and projects that support service planning and transformation. | |
| **10** | Provide regular reporting to allow work tracking, and management awareness of progress, risks and issues. | |
| **11** | Operate appropriate internal controls and to ensure adequate records and procedures are in place to protect the Council and ICT assets, involving ensuring strong audit outcomes. | |
| **Date Job Description prepared/updated:** | | **June 2022** |
| **Job Description prepared by:** | | **Andrew Williamson, Assistant Director Transformation** |

**Person Specification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | | |  | | | |
| **Job Title** | | |  | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Good knowledge and understanding of local government and the democratic process, and the national, regional and local policy agenda facing local government and the public sector. | | | | | Interview |
| 2. | Ability to use the suite of Microsoft products, including Word, Excel, Outlook & PowerBI and a basic grasp of web technology. | | | | | Application Form/Interview/Test |
| 3. | Well-developed inter-personal and communication skills and the ability to influence and engage effectively at the highest level with Members, Directors, partners and government agencies. | | | | | Interview |
| 4. | Ability to solve problems and resolve conflicts. | | | | | Application Form/Interview |
| 5. | Good understanding of the complex issues around securing better outcomes and the relationships between prosperity, deprivation, inequality and community cohesion. | | | | | Interview |
| 6. | The ability to think strategically, analyse complex issues and develop any practical effective solutions. Ability to manage and deliver projects, programmes and initiatives. | | | | | Application Form/Interview/Test |
| 7. | An ability to present information effectively using a range of media including excellent report writing and presentation skills | | | | | Interview/Test |
| 8. | Ability to research information, analyse, draw conclusions, derive strategies and make proposals for actions based on that research. | | | | | Application Form/Interview |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Significant successful experience of working in a corporate policy, partnership and improvement role in a similar organisation. | | | Interview | |
| 2. | | Track record of delivering of programmes, policies and initiatives within a corporate and/or multi-agency setting. | | | Application Form/Interview | |
| 3. | | Relevant higher education qualification | | | Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview | |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview | |
| 3. | | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service. | | | Interview | |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | | |
| 1. |  | | | | |  |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | Project management methodologies or equivalent experience | | | | | Application Form / Interview |
| 2. |  | | | | |  |

|  |  |
| --- | --- |
| **Date Person Specification prepared/updated** | **June 2022** |
| **Person Specification prepared by** | **Andrew Williamson, Assistant Director Transformation** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





