

**Job Description**

|  |  |
| --- | --- |
| **Department** | **Chief Executive’s** |
| **Job Title** | Strategy Delivery Manager |
| **Grade** | K |
| **Primary Purpose of Job** | Provide strategy, delivery, and programme management capacity to support the Vision Priority Delivery Teams to deliver the Vision 2030 outcomes. The post will provide internal leadership capacity for the Corporate Plan and delivery of the Bolton’s Fund. |
| **Reporting To** | Assistant Director – Strategy & Partnerships |
| **Direct Staffing Reports** | None |

**Main Duties**

|  |  |
| --- | --- |
| **1** | Maintain an excellent level of understanding of public sector reform and policy relating to communities, particularly working with strategy and policy colleagues to understand national and international best practice, influencing across the Bolton system to shape change ideas. |
| **2** | Responsible for developing and overseeing the implementation of the Bolton Vision 2030 Strategy, by supporting the Active, Connected, and Prosperous Board and Executive Group to deliver the Vision Strategy. |
| **3** | Organise and facilitate delivery team activity, including regular stocktake exercises and reviews of progress, reporting activities into the Active, Connected and Prosperous Executive Group and Board, ensuring all outputs and outcomes are evidenced and achieved. This will include management and co-ordination of the Vision Priority Delivery Teams. The postholder will also be expected to deputise and provide leadership for the Policy Team when required. |
| **4** | Co-ordinate the monitoring and reporting of performance against the action plans relating to the Major Strategic Delivery Programmes for the Partnership. |
| **5** | Gather data to support the annual health check of the Bolton Vision 2030 Strategy, in line with the agreed operations manual for the partnership and to respond to government guidance and any statutory requirements. |
| **6** | Have overall responsibility for the delivery of complex projects and programmes by setting specifications, timescales and budgets, working with internal services and external to lead groups to design, deliver and evaluate service change. |
| **7** | Work with the Area Working Team to shape a link between the Bolton Vision, the Corporate Plan and emerging the Community Alliance model, creating processes which involve communities in policy development, enabling Alliances to act as change agents within neighbourhoods |
| **8** | Take a leadership role to connecting up work to empower communities, including the future policy direction and financial management for Bolton’s Fund, the operation of community alliances and the further development of community champions, to ensure a systematic approach is achieved across the partnership. |
| **9** | Support implementation of a framework for monitoring achievement and impact of changes and facilitates feedback into strategy development across the Council. |
| **10** | Engage stakeholders and build networks so the Council can achieve greater collaboration, in order to innovate and bring about collective impact on our outcomes. |
| **11** | Continue to design, improve and support our key partnership working arrangements with public bodies, third sector partners and key community groups and bodies. |
| **Date Job Description prepared/updated:** | **March 2022** |
| **Job Description prepared by:** | **Assistant Director – Strategy & Partnerships** |

**Person Specification**

|  |  |
| --- | --- |
| **Department** | **CHief Executive’s** |
| **Job Title** | **strategy delivery manager** |
| **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. | Excellent skill level relating to researching and producing strategies, action plans, policies and reports on complex community issues, including statistical analysis and advising senior managers / members on such issues. | Application Form/Interview |
| 2. | Up to date knowledge of legislative and national policy requirements regarding public sector reform and policy relating to communities and their potential role in driving reform locally. | Application Form/Interview |
| 3. | Advanced knowledge of risk management processes and their role in effective governance and programme delivery, | Application Form/Interview |
| 4. | Excellent knowledge and understanding of key Council and departmental priorities. Must understand the financial context within which the council and other public services are working. | Interview/Presentation  |
| 5. | Good knowledge of other public sector, voluntary, community & private sector partner priorities and remits. | Interview/Presentation |
| 6. | Excellent project management skills and the ability to lead and manage others ensuring large projects are delivered efficiently and effectively. | Application Form/Interview |
| 7. | Ability to contribute to the development of Council strategy across all service areas. | Interview/Presentation |
| 8. | Skilled and experienced in motivating and getting the best out of teams and partners through the establishment and maintenance of strong networks and relationships within the council and across the system. | Application Form |
| 9. | Ability to identify what needs to be done and develop an appropriate plan of action to achieve an objective and monitor progress against it. | Application Form/Interview |
| 10. | Ability to manage budget and funding resources effectively | Application Form/Interview |
| 11. | Competent in using a range of ICT and Microsoft office tools with the ability to produce a range of word documents, spreadsheets and presentations. | Application Form/Presentation |
|  | **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. | Relevant Level 6 qualification  | Application Form/Certificates |
| 2. | Accomplished policy designer who is able to design and follow through with modern approaches | Application Form/Presentation |
| 3. | At least two years’ relevant experience, not necessarily in the public sector. | Application Form/Interview |
| 4. | Evidence of success in building and facilitating partnership working across operational and organisational boundaries. | Application Form/Presentation |
| 5. | Experienced Delivery Manager with demonstrable experience of delivering change in complex environments. | Application Form/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  |
| 4. | This post is designated as politically restricted. The holder of a politically restricted post is unable to have any active political role either in or outside the workplace. Politically restricted employees will automatically be disqualified from standing for or holding elected office. This means you are not permitted to stand for office as a local councillor or MP. In addition, you are restricted from canvassing on behalf of a political party or a person who is, or seeks to be, a candidate. You are also restricted from speaking to the public at large or publishing any written or artistic work that could give the impression that you are advocating support for a political party. | 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** | Application Form |
| **2. Experience/Qualifications/Training etc**  |
| 1. | Have experience of working with programme management methodology e.g. PRINCE 2, LEAN or similar. | Application Form |
| 2. | Member of relevant professional body | Application Form |

|  |  |
| --- | --- |
| **Date Person Specification prepared/updated** | **March 2022** |
| **Person Specification prepared by** | **Assistant Director – Strategy & Partnerships** |

**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**.





