

Job Description



Job Title: Transformation Programme Manager	Service Area: Early Help & Children's Health		
Directorate: Newham CYPS Commissioner – Brighter Futures	Post Number: 10022875	Evaluation Number: JE number is 434	
Grade: SMRA	Date last updated: October 2020		

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

1. Drive system wide change through a passion and commitment to an early intervention and prevention approach that supports Newham Council's ambition to be the best place for children and young people.
2. Provide strategic direction and leadership on relevant programmes and projects.
3. Lead the programme encouraging innovation and supporting change.
4. Ensure the development and delivery of the programme plan in line with the Council's objectives and targets.

5. Build strategic relationships with stakeholders and effectively influence to deliver improved services and outcomes for residents.
6. Manage people, delegated budgets and other resources, utilising them innovatively and creatively to benefit residents, ensuring expenditure is contained within budget and risk and need are balanced, to deliver the best outcomes for service users.

Job Summary

1. The postholder will report into the Director of Early Help & Children's Health
2. The postholder will have line management of responsibilities and the delivery of the programmes.
3. The Council is moving towards becoming a community wealth building based organisation. This will involve moving away from traditional service delivery towards providing services in a more innovative, customer outcome focussed manner, in order to achieve efficiencies and value for money.
4. The Postholder will be instrumental in driving the development and delivery of key Programmes in the Brighter Futures directorate and across a defined set of interdependent projects.
5. The Postholder will be leading and supporting the transformation of our early help offer by integrating a number of services to improve the delivery of service whole family preventative services in locations and spaces best suited to the children, young person and their families.
6. The Postholder will be leading the strategic lead for the Youth Justice Board (YJB) Pathfinder Project programme support Black, Asian and children from other marginalised ethnic groups who are at higher risk of involvement in the youth justice system.
7. We seek someone who has experience of developing and delivering complex projects/programmes but also someone who is passionate about early intervention and preventative approach and the Council's Bright Futures corporate priority, in line with our Corporate HEART values. The ideal candidate will be able to motivate colleagues around them to deliver against the programme plan, work with local residents to diagnose issues and then seek solutions and with partners to align our thinking to ensure Newham is known as a place for children and young people allowing them to be happy, healthy, safe and able to thrive.
8. The postholder will be expected to co-ordinate internal capability and external partnerships for the business to deliver effective change and realisation of projected benefits. The role will oversee all aspects of an ongoing programme, from its development to implementing program activities. Furthermore, it will ensure the programme is progressed to a consistently high standard, within budget, that objectives are met on time, suiting the council's policies and

objectives. Finally the role will make sure the programme meets professional and industry standards.

9. The Postholder must be someone with a genuine commitment to tackling inequality and disproportionality in all its forms and who has a commitment to driving forward an agenda of our Tackling Racism, Inequality and Disproportionality. We are a diverse and aspirational borough which has made a clear and unequivocal commitment to taking on the challenge to eradicate racism and inequality in Newham. By putting people at the heart of everything we do, we aim to enable all our residents to reach their potential and thrive.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Plan and design the programmes and proactively monitoring its progress, resolving issues and initiating appropriate corrective action.
2. Define the programme's governance arrangements.
3. Ensure effective quality assurance and the overall integrity of the programmes - focusing inwardly on the internal consistency of the programmes, and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards
4. Managing the programme's budget on behalf of the SRO, monitoring expenditure and costs against delivered and realised benefits as the programme progresses.
5. Keeping up with relevant subject matter and using innovative channels for sharing information across the programme.
6. Ensuring the delivery of new products or services from projects to the appropriate level of quality, on time and within budget, in accordance with the programme plan and programme governance arrangements.
7. Ensuring there is allocation of common resources and skills within the programme's individual projects
8. Manage third party contributions to the programmes and communications with all stakeholders
9. Manage both the dependencies and the interfaces between projects and risks to the programme's successful outcome.
10. Working with the council colleagues and the wider partnership on the transition to the new business as usual position.

11. Initiate extra activities and other management interventions wherever gaps in the programmes are identified or issues arise.
12. Report the progress of the programme at regular intervals to the SRO or programme sponsor.

Other:

- This role will require an enhanced Disclosure and Barring Scheme (DBS) check as the position will have contact with vulnerable groups, under the provision of the Rehabilitation of Offenders Act 1974.
- The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
- To comply with Health and Safety Regulations associated with your employment.
- Be aware of the council's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.
- To treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases, any breach of which will be regarded as subject to disciplinary investigation.
- To demonstrate a flexible approach in the delivery of work within the service area. Consequently, the post holder may be required to perform duties not specifically identified in the job profile but which are in line with the general responsibilities of the post.

Personal Specification



Job Title: Transformation Programme Manager	Service Area: Early Help & Children's Health		
Directorate: Newham CYPS Commissioner – Brighter Futures	Post 10022875	Number:	Evaluation Number: JE number is 434
Grade: SMRA	Date last updated: October 2020		

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	Desirable	METHOD OF ASSESSMENT
KNOWLEDGE: Knowledge of risk management and experience of managing risk		Application and Interview

<p>SKILLS AND ABILITIES:</p> <p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Experience of delivering large, complex, multi-stakeholder programmes using proven programme management techniques. • Financial awareness and budget management experience. • Extensive knowledge and understanding of Early Help practice • Awareness of their own responsibilities and accountabilities when working at senior management level and experience of engaging with stakeholders, including in a political environment. • Understanding the organisation's vision and goals and is able to translate this into effective service delivery and business innovation at a senior level and with partners. • Providing clear measures of success and delivering constructive performance feedback in order to achieve identified aspirations and outcomes for service users. • Managing and planning the use of resources effectively, including those not directly under control of the programme. • A positive and proactive approach to equality of opportunity for both service users and staff, including assessing the equality impact of proposals and service changes 		<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p>		

<p>Able to develop and apply the organisational and political nous needed to influence, shape and deliver the programme.</p> <p>Credible, self-starting and able to 'read the room'.</p> <p>Act as a role model for good equalities practice and thinking whilst tangibly adding to the programme content in the context of the other priorities and work of the Council.</p>		<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application and Interview</p>
---	--	--