**Job Profile Information:** Head of Programme and Change Support

**This supplementary information for** Head of Programme and Change Support **is for guidance and must be used in conjunction with the Job Capsule for the Job family Strategy, Policy and Governance Level 6 Zone 1**

**Camden Way Category: Leadership**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To provide leadership for the corporate programmes element within the council to ensure effective support to the delivery of change, heading up a small central team and with responsibility for the key areas below.

This includes:

* Supporting the development and implementation of an organisation-wide portfolio of change that flows from the strategic direction of the organisation, in agreement with the Camden Management Team (CMT) and councillors, and supports the organisation to save money, create a better return on investment and improve delivery against corporately agreed priorities and outcomes.
* Developing an approach to overseeing Camden’s suite of corporate programmes that is sustainable and right for the organisation.
* Providing constructive challenge and support to areas of the organisation to find new and innovative solutions to deliver and improve impact on outcomes.
* Supporting the organisation to prioritise change activity and to undertake resulting projects and programmes in a manageable way.
* Expanding our ‘Community of Practice’ of project and programme managers, in order to facilitate peer-to-peer support, learning and development.
* Developing the project and programme management skills and knowledge of staff working in the organisation and in the Strategy and Change Service.
* Facilitating further join up between support functions, to streamline support to the organisation and enhance collaboration and the sharing of insight.
* Effectively managing relationships at all levels between the central programmes function and those delivering/responsible for change throughout the organisation.
* Overseeing the delivery of the Medium Term Financial Strategy (MTFS), including reporting to Directorate Management Teams (DMTs) and CMT.
* Asa member of the Strategy and Change Senior Management Team work together with other members to continuously improve the work of the Service.

**Example outcomes or objectives that this role will deliver:**

1. Effective monitoring of key change programmes in the council.
2. Early visibility of potential challenges in delivering projects/programmes.
3. A greater understanding of what the priority corporate programmes are across the organisation and where resource and support should be focussed.
4. Increased awareness and understanding of project and programme management best practice.
5. Increased collaboration and sharing of good practice between project-focussed staff.

**People Management Responsibilities:**

The post holder will be responsible for the day-to-day management of a group of Strategy and Change staff within a matrix model.

**Relationships:**

The post holder will have lead responsibility for developing and maintaining relationships to ensure effective programme and change support across the organisation, including with:

* Camden Management Team (CMT)
* Directorate Management Teams (DMTs)
* Senior Leadership Group (SLG)
* Directors and Heads of Service

**Work Environment:**

The post holder may be required to work in a variety of teams and workplaces

**Technical Knowledge and Experience:**

* Substantial experience at a senior level delivering high profile/high risk/high impact transformation / change projects.
* Substantial experience of complex programme management, delivering benefits to an organisation through the successful coordination and management of groups of projects.
* Substantial relationship management experience, including at a senior level.
* Experience of managing and developing staff.
* Experience of managing resources including allocating staff and budgets to meet objectives.
* Experience of working in a political environment.
* In depth understanding of the role and structures of local government and its relationship with central government and partner organisations.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>