

Job Profile Information: Programme Manager

This supplementary information for *Programme Manager* is for guidance and must be used in conjunction with the Job Capsule for Corporate Services, Strategy Policy and Governance Job Level 5 Zone 1

Camden Way Category 4

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:

Camden 2025 has a commitment to make sure that everyone has a sustainable roof over their head or is on a pathway to achieving this, minimising homelessness and rough sleeping.

The Programme manager will be required to oversee a range of workstreams including key project management tasks, managing a Programme Board, identifying and mitigating key risks, the creation of new policies and procedures, co-ordinating communication activity, managing budgets/efficiency savings, IT requirements and public sector procurement.

Example outcomes or objectives that this role will deliver:

The post holder will work flexibly to deliver the purpose above. Key outcomes will include:

- To manage a range of complex programmes to ensure their successful delivery, taking personal responsibility for their direction and delivery, often working autonomously and bringing demonstrable creativity and added value and impact to the work
- To plan and coordinate the delivery of a range of programmes to bring about effective and positive change across the organisation
- To work in a variety of disciplines and environments across the whole organisation to deliver corporate and directorate priorities
- Delivery of major programmes and projects to achieve key corporate priorities and outcomes
- Successful engagement with the political and senior leadership of the organisation, as well as residents and partners as appropriate, to deliver programmes and projects
- Ensuring that programmes are evidence-based and realise their key benefits
- Lead on aspects of organisational change, including service review and redesign as required

- To work with and support the delivery of the council's Programme Management Office function
- Champion improved project management disciplines and skills as appropriate in the delivery of change.

People Management Responsibilities:

This post has no line management responsibilities but the post holder will be required to manage resource on individual programmes of work for which they are responsible.

Relationships;

- The post holder will be largely self-managing with personal management and development carried out within the service.
- The post holder will be expected to develop and maintain relationships at senior levels across the organisation, with elected members as appropriate, partner organisations, government departments and customers as dictated by the projects, roles and tasks they will be carrying out. The post holder will also actively seek to make effective relationships with colleagues across the Strategy and Governance family.
- The post holder will also be expected to work effectively with the Strategy and Change service's Programme Management Office (PMO).

Work Environment:

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

Technical Knowledge and Experience:

- Substantial experience at a senior level of having successfully managed complex, high-profile and organisationally cross-cutting programmes of work
- Experience of working across teams, departments and organisations to promote co-ordinated activity
- An in-depth understanding of the structures and operations of local government
- Expert level understanding of a range of programme and project management methodologies.

The post holder would be expected to have substantial experience of working in one or more of these areas and the ability to gain an understanding and knowledge of a number of others:

- Programme management
- Service review and redesign
- Project and risk management
- Innovation and future thinking
- Engagement
- Strategic and financial planning, development, implementation and monitoring
- Data, research, performance management and monitoring
- Support for inspections

Qualifications

- Qualification in a recognised project management or improvement discipline or experience commensurate with the requirements of this post.

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 select the attached [HERE](#)

