

## **ROLE DESCRIPTION**

<b>Job Title</b>	Programme Manager
<b>Salary Band</b>	44-50
<b>Reporting to</b>	Public Sector Innovation Programme Lead
<b>Directorate</b>	Public Sector Innovation
<b>Service Area and sub area</b>	Office for Public Service Innovation
<b>Team</b>	Office for Public Service Innovation
<b>Political Restriction</b>	None

<b>1. Primary Purpose of the Post</b>
<p>To lead on the development, implementation and delivery of the Office for Public Sector Innovation across the LCR, including facilitating the engagement of partner Local Authorities and employers to deliver in collaboration and innovation. This will oversee the development and mobilisation of a Full Business Case, ensuring that key programme objectives and benefits are delivered. This will require working in agile approaches, developing capability in teams and complying with governance and assurance requirements.</p> <p>This role will require close working with other Combined Authority colleagues to ensure appropriate links with key mayoral priorities and understanding of innovation across areas such as data science, low carbon, net zero etc. Liaison with other internal technical specialists including Procurement, Finance, Legal, Audit and Information Governance.</p>
<b>2. Your responsibilities</b>
<ol style="list-style-type: none"> <li>1. Leading large programme(s) through all programme lifecycle stages.</li> <li>2. Forming and leading multi-disciplinary programme teams from across the organisation with shared goals and objectives.</li> <li>3. Leading in the provision of project and programme management services, including agreeing levels of service provided into host departments, monitoring performance and negotiating handover plans.</li> <li>4. Devising and implementing recruitment and resourcing strategies to ensure the department can meet the levels of demand from the wider organisation.</li> <li>5. Reporting to Executive Leadership Team and Programme Governance on resource utilisation and agreeing resource prioritisation.</li> <li>6. Devising and implementing change initiatives to increase the organisations level of programme management maturity.</li> <li>7. Responsible for agreeing programme benefit profiles and project outputs and then delivering within time, cost and quality parameters.</li> <li>8. Building up sufficient technical and sector-specific knowledge as appropriate to lead your programme.</li> </ol>

9. Forging collaborative relationships with key project stakeholders including CA Directors, Project and Programme Sponsors, subject matter experts and local authority senior officers.
10. Working with colleagues to put in place proportionate governance arrangements to ensure appropriate levels of oversight and stakeholder engagement in line with the Project Management Framework.
11. Accountable for regular programme level reporting, with a focus on delivery and on key priorities.
12. Oversee and maintain programme management documentation - tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating as appropriate.
13. Work with the LCRCA Procurement team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments. This may include setting up new procurement routes if existing routes to market are not suitable for the programme.
14. Responsibility for managing project and programme budgets - working closely with colleagues and the LCRCA finance and audit functions to ensure that there is thorough understanding of the financial position of each of your programmes.
15. Organising, facilitating and participating in programme-related meetings, workshops and events (including off site).
16. Accountable for managing resources to deliver on priorities, including managing and mentoring Project Managers and support staff.
17. Preparing reports, briefing papers and other documents, giving presentations as required.

**The role holder may be required to undertake any other appropriate duties as deemed necessary.**

### **3. General Corporate Responsibilities**

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- To work as a key part of the Resources and Public Sector Innovation Directorates in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.
- To support the achievement of corporate efficiency targets and initiatives.
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, GDPR legislation and the Combined Authority's safety plan.



This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

**4. Recruitment Plan**

Competency Based Interview  
Assessment

**Key words:**

Terms candidates may search to find this job online

## PERSON SPECIFICATION

**Job Title:** Programme Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant Project/Programme management qualification (MSP, APM, PRINCE2, PMBOK).	E	
Experience and knowledge	E = Essential D = Desirable	Identified By
Strong Programme/Project Management leadership experience supported by relevant qualifications.	E	
Track record in the delivery of large-scale Programmes/Projects and managing associated budgets.	E	
Experience of leading procurement activities and managing contracts.	E	
Experience of leading multi-disciplinary teams, which includes programme and project managers, analysts, sector experts, you will form a coherent, credible core delivery team.	E	
Able to work under pressure in a fast-paced environment and capable of delivering to short timescales.	E	
Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and set own deadlines; strong time management skills are essential.	E	
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (eg SharePoint).	E	
Excellent communication skills, including the ability to: <ol style="list-style-type: none"> <li>1. Relay the Combined Authority's strategy, priorities and priority programmes and projects;</li> <li>2. Create a shared vision around programme/project opportunities;</li> <li>3. Influence stakeholders to support programme/project opportunities;</li> <li>4. Overcome obstacles with constructive dialogue;</li> <li>5. Listen and build effective relationships;</li> <li>6. Communicate openly and honestly</li> </ol> Excellent written communication skills with attention to detail.	E	



<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Ability to operationalise programmes ensuring robust systems and processes in place to meet the needs of funders	<b>E</b>	
Excellent interpersonal skills and a proven ability to work across teams and work strategically to achieve outcomes.	<b>E</b>	
Ability to develop strategic relationships with key stakeholders	<b>E</b>	
High level of communication skills – written, oral and presentational.	<b>E</b>	
Ability to manage a complex workload with competing demands.		

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
An understanding of and a personal commitment to the Vision and Aims of Liverpool City Region Combined Authority		
Commitment to and understanding of equal opportunities.		

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Flexible approach to working hours and willingness to work flexibly as and when required.		
Ability to attend meetings inside and outside the City Region.		

### **Key to Assessment Methods:**

*\*Please specify for each criterion, column to be removed for external posting.*

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment



**LIVERPOOL  
CITY REGION**  
COMBINED AUTHORITY

**METROMAYOR**  
LIVERPOOL CITY REGION