

## **Job Description: Assistant Programme Manager – Pathways to Planning**

---

**Reports to:** Programme Manager

**Directorate/team:** Assistant Chief Executive / Leadership

**Grade:** Grade 6

### **Job Purpose:**

To contribute to the development, commissioning and delivery of local government political and managerial leadership programmes.

### **Core Accountabilities:**

1. Deliver projects and programmes within resource and budget allocations that deliver the Local Government Association's (LGA) business plan and help councils meet their challenges and priority outcomes.
2. Support the Programme Manager to develop networks and partnerships that are of value to the LGA graduate programmes and work to maintain a positive reputation for the LGA with local authorities, central government, partners and stakeholders.
3. As directed by the Programme Manager, commission resources to support the delivery of LGA graduate programmes, following agreed procurement processes and within budget allocations. Support in the management of any procured resources.
4. Work as part of a team, contributing towards building a culture of flexible and collaborative team working to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements.
5. Model the LGA's values and work in accordance with health and safety, equalities, diversity and inclusion and environmental policies.
6. Undertake any other duties and responsibilities appropriate to the post.

### **Specific Accountabilities:**

1. Oversee and support the delivery of Pathways to Planning and related LGA graduate programmes and ensure that projects are delivered on time, within budget and in line with quality standards.
2. Manage and maintain relationships with councils, graduates, civil servants and other stakeholders who participate in LGA graduate programmes, understanding and recognising political sensitivities in order to manage strategic programme risks.

**Post number: 502272**

3. Manage the process of identifying councils to participate in Pathways to Planning and related LGA graduate programmes, and promoting these programmes to councils to encourage participation.
4. Support the commissioning of external suppliers/agencies to ensure the appropriate level of support and capacity to deliver services on time, within budget and to meet quality standards.
5. Build and manage relationships with designated organisations and agencies in order to contribute to improvements and promote Pathways to Planning, and other LGA graduate programmes as required.
6. Undertake research and gather intelligence to contribute to the continuous improvement of the LGA's graduate programmes and share findings across the LGA.
7. Prepare reports and briefings to support and promote the LGA's graduate programmes and brief internal and external contacts on policy and/or technical issues in order to influence opinion and stimulate debate.
8. Ensure that the LGA's graduate programmes support and inform improvement across relevant council services in line with the programme objectives and LGA's priorities.

**Relevant Contacts:**

**Local Authorities**

Senior Officers

National, Regional and sub-regional organisations and groupings of councils

**LGA**

Colleagues within related areas such as Policy, One Public Estate, and the Planning Advisory Service

Regional teams

**Other**

Private Sector providers

Central Government Departments

## **Person Specification: Assistant Programme Manager - Leadership**

### **Qualifications**

- Educated to degree level or equivalent

### **Knowledge and Experience**

- Good understanding of local and central government and how they work.
- Experience of managing a complex workload, individually and across a team.
- Experience of successfully delivering multi-stage projects on time and budget.
- Experience of building and maintaining effective relationships and partnerships, internally and externally.
- Experience working with senior managers and senior officers.
- Experience of effective line management.
- Experience of researching data from a range of sources and of compiling clear, comprehensive papers.
- Record of achievement in complex political environments, preferably in local or central government.

### **Skills and Abilities**

- Political awareness and sensitivity to ensure credibility with politicians, officers and partners, with the ability to exercise discretion, judgement and confidentiality.
- High level interpersonal skills, with the ability to develop positive internal and external relationships.
- Excellent written and oral communication skills, including the ability to speak confidently in public and to present complex ideas in a clear and comprehensible way
- Good analytical skills including the ability to interpret evidence and identify trends.
- Excellent organisational skills, with the ability to deliver under pressure, prioritise work to meet deadlines, and maintain a high level of accuracy.
- A team player, willing to work flexibly to meet changing priorities.
- Self-motivated and self-supporting, able to manage own workload.
- Financial and resource management skills within a medium project environment.

**Post number: 502272**

- Commitment to personal and professional development

**Other considerations**

- The job will involve attending events and other meetings across the UK and outside normal office hours. A flexible attitude to working hours and working away from the office and/or home is essential.