

Job Description: **Programme Director (Governance)**

Reports to: **Assistant Chief Executive (ACE)**

Directorate/Team: **ACE**

Grade: *This is a Programme Director role, and we would expect applicants to have significant experience of delivering governance related programmes at director level. As a secondee, we would expect you to apply based on your current salary and terms and conditions, and we would reimburse your authority accordingly.*

Job Purpose:

Leading on the implementation of the Governance Review recommendations by providing strategic leadership to ensure that all desired outcomes are delivered on time, on budget and quality expectations.

Core Accountabilities:

- Leading on the delivery of the Governance Review recommendations and actions with a strong focus on strategic alignment to our Purpose, Vision, Goals and Values.
- Managing the significant stakeholder engagements and relationships within the LGA at officer and Member level to ensure the benefits of the governance review are fully embedded
- Working intrinsically with the PMO to ensure that activity is planned, resourced and delivered to quality in agreement with the Assistant Chief Executive and the Future LGA Portfolio Board
- Leading on providing the Senior Leadership Team (SLT) with communication and reporting updates, providing assurance that the programme is on track and escalating where needed
- Maintain a culture of curiosity, learning, and continuous improvement, underpinned by effective performance management and monitoring.

Specific Accountabilities:

- Supporting in the identification of programme dependencies across the Future LGA ensuring that the organization priorities are optimally sequenced, specifically in relation to other significant transformation programmes (such as the Digital, Data and Technology Programme)
- Leading on the identification and embedding of all benefits of the programme to ensure these are continuously tracked and there is a mechanism in place for regular review

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- Leading on the identification and mitigation of programme risks and issues and where appropriate managing these within the agreed thresholds with the ACE and programme team or escalating as necessary to the Future LGA Board
- Working closely with the Company Secretary, to ensure that the Governance review is appropriately resourced with specialist capacity, legal advice and ensuring processes are in line with best practice and compliant with law
- Work as part of the Extended Leadership (ELF), contributing towards building a culture of flexible and collaborative teamwork to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements
- Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies
- Undertake any other duties and responsibilities appropriate to the post

Relevant Contacts:

LGA

- Assistant Chief Executive
- Strategic Leadership Team (SLT)
- Future LGA Board
- LGA Board
- PMO Team

Other

- Members
- External organisations
- Partners
- Stakeholders

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Person Specification

Qualifications

- Degree level or equivalent

Knowledge and experience

- Experience of operating at a senior level, providing advice and expertise to politicians, senior leadership teams and partners on matters of political governance
- Thorough understanding of the challenges and opportunities facing local government
- High level of experience and understanding of political governance matters
- Thorough understanding of the political structures and environment in which local and central government and the LGA operates
- Experience of managing a complex workload, preparing plans and meeting deadlines and milestones
- Proven experience in stakeholder management and communication
- Experience of robust project planning and resource management, including risk, issue and dependency management

Skills and abilities

- Exceptional leadership and stakeholder skills to progress change and lead from the front.
- Excellent written communication skills, with demonstrable experience in producing accurate and summarised information, bringing structure to complex information.
- Excellent communication and interpersonal skills.
- Strong experience of building and maintaining positive working relationships with politicians, officials, and staff from a range of organisations.
- Excellent organisational skills, with the experience to prioritise work to meet deadlines.
- Excellent IT skills, with the ability to quickly learn new packages as required.
- Flexible approach to work, with a keenness to adapt to meet changing work requirements.
- Political sensitivity, and the ability to exercise appropriate discretion and judgement on issues of significance and importance, and when dealing with politicians, officials, senior managers, key stakeholders and staff.

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