

Job Description: Programme Manager – Digital Partnerships

Reports to:	Head of Programme – Cyber, Digital and Technology
Directorate / Team:	Strategy and Policy; Cyber, Digital and Technology Team
Grade:	Grade 7
Term:	Fixed Term for 12 months

Job Purpose:

To manage and coordinate the Digital Partnerships Programme with the core objective of fostering and driving digital transformation initiatives across local government.

Core Accountabilities:

1. Lead the design and delivery of complex digital policy and improvement projects aligned with the LGA's Business Plan and local government priorities.
2. Build and maintain high-level partnerships with councils, central government, industry and academia to promote secure, inclusive and innovative digital transformation.
3. Represent the LGA in senior-level forums, consultations and working groups, ensuring local government perspectives are reflected in national policy.
4. Provide line management and professional development support to Digital Advisers, ensuring effective delivery of their responsibilities.
5. Contribute to the strategic direction of the Cyber, Digital and Technology team, supporting cross-cutting initiatives and collaborative working.
6. Model the LGA's values and uphold its commitments to equality, diversity, inclusion, and sustainability.
7. Undertake other duties appropriate to the role as required.

Specific Accountabilities:

1. Lead the development of policy positions and strategies championing local government on key digital issues, including AI, inclusion, ethics, sustainability, connectivity, market engagement, supply chain optimisation, procurement, data policy, and data sharing initiatives.
2. Working closely with other Team Leaders, lead the development of support and improvement initiatives for councils to address challenges and barriers to digital transformation, and to promote digital inclusion.

3. Lead the development and implementation of the LGA's support offer to councils on AI ensuring that it's responsive to varied sector needs, and Government stakeholders such as MHCLG and DSIT.
4. Commission and oversee research and analysis to inform evidence-based policy development and support sector improvement.
5. Manage relationships with senior stakeholders in government departments, regulatory bodies, and technology partners to influence digital policy and funding decisions.
6. Oversee the planning and delivery of high-profile events, roundtables, and workshops to engage councils and stakeholders in shaping digital policy.
7. Ensure effective knowledge sharing across the sector by capturing and disseminating good practice, case studies, and lessons learned.
8. Provide high-quality briefings, reports, and presentations to senior audiences, including LGA leadership, elected members, and external partners.
9. Support the Head of Programme in strategic planning, resource allocation, and reporting on programme impact and outcomes.

Relevant Contacts:

Local Authorities

Chief Executives and senior officers

Portfolio holders and other lead members

Sector experts/professional bodies

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

Central Government Departments, and associated bodies

Civil Servants

LGA

SLT

Programme Board Members

LGA Office Holders

Programme Heads

LGA Strategic Managers

Other

Professional associations in the areas of cyber, digital and technology

Third sector partners

Private Sector partners

Research Institutes

Regulatory bodies

Think tanks

Other – as appropriate

Person Specification: Senior Adviser – Digital Partnerships

Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent professional experience
Knowledge and experience	<ul style="list-style-type: none"> • Strong understanding of local, regional and central government, their roles structures and relationships. • In-depth understanding of digital policy issues affecting local government and the wider public sector. • Proven experience in leading complex policy or improvement programmes in a political or public sector environment. • Strong track record of stakeholder engagement and partnership working at a senior level. • Experience programme management, including managing staff or mentoring junior colleagues. • Familiarity with emerging technologies and their implications for public service delivery.
Skills & abilities	<ul style="list-style-type: none"> • Excellent strategic thinking and analytical skills, with the ability to interpret complex information and develop clear policy positions. • Outstanding written and verbal communication skills, including the ability to influence and negotiate with senior stakeholders. • Strong leadership and team management skills, with a commitment to staff development and collaborative working • Political sensitivity, and the ability to exercise appropriate discretion and judgement on issues of significance and importance, and when dealing with politicians and officials • Proven credibility with politicians, senior managers, key stakeholders and staff • Able to work comfortably in policy areas relating to information security, digital services, data and technology, not requiring technical expertise • Excellent organisational skills and the ability to deliver under pressure, prioritising work against competing demands to meet deadlines • Confident, with excellent people skills, able to develop positive internal and external relationships; strong team player able to build alliances and lead from within • Strong analytical skills including the ability to interpret evidence and identify trends Intellectually agile and innovative, capable of translating ideas into policy and practice • High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions • Demonstrable skills in leadership of project teams consisting of a diverse range of participants with a variety of skills/backgrounds • Commitment to personal and professional development • Proficiency in Microsoft Office and digital collaboration tools.

Programme Manager – Digital Partnerships and Innovation

Job Description: Programme Manager – Digital Partnerships and Innovation

Post Number

Reports to: Head of Cyber, Digital and Technology

Directorate: Strategy and Policy

Grade: Grade 7

Job Purpose: To lead part of the LGA's Cyber, Digital and Technology team by leveraging digital innovation and cross sectoral partnerships to drive resilience and efficiency within the public sector. The LGA's Cyber, Digital and Technology (CDT) Programme helps councils to excel in the digital age.

Location: Westminster or home based.

Office-based staff are required to work in the LGA's London office two days per week as a minimum, subject to business need. For home-based staff, some occasional travel to London and wider afield is likely required. You'll be required to participate in an on-call rota for cyber incidents. This will involve an out-of-hours commitment for which a separate allowance is paid.

Employment Type: Fixed term for 12 months (secondments from LG strongly encouraged)

About us

The Local Government Association (LGA) is the national membership body for local authorities. We work on behalf of our member councils to support, promote and improve local government. We are a politically led, cross-party organisation that works on behalf of councils to ensure local government has a strong, credible voice with national government. We influence and set the political agenda on the issues that matter to councils to help them deliver local solutions to national problems. We also provide councils with the tools and resources to respond to challenges present and emerging, and support improvement across the sector. We value diversity and encourage applications from all sections of the community to this high-profile role.

Background

Do you have a passion for leveraging digital innovation and cross sectoral partnerships to drive resilience and efficiency within the public sector? Join us and make a tangible, lasting difference. The LGA's Cyber, Digital and Technology (CDT) Programme helps councils to excel in the digital age. We champion and improve their use of digital technologies and processes, ensuring communities thrive through effective, efficient, ethical, and innovative public services.

We support councils in navigating the complexities of the digital age, empowering them to deliver modern, secure, inclusive and effective services. Our work includes **Digital Partnerships and innovation**, which drives strategic collaborations and policy development on critical digital issues. This team has particular focus on inclusion, ethics, supply chain security, connectivity and market shaping, and leads the LGA's AI programme of support for the sector, focused on scaling innovations that work, and supporting councils with responsible deployment.

The Role

As the Programme Manager for Digital Partnerships and Innovation, you'll be at the forefront of a critical mission: driving digital transformation across local government. This is your opportunity to directly influence how councils embrace the government's ambitious Blueprint for Digital Government and navigate the complexities of Local Government Reorganisation.

Post Number

You will lead the Digital Partnerships and Innovation team, a vital part of the LGA's support for councils. Your goal will be to ensure local government needs and priorities shape the implementation of the Blueprint for Digital Government – particularly focused on ensuring that the supplier market works for local government and the communities they serve, supporting councils with their key role as leaders of local digital inclusion delivery, and leading the LGA's DDaT communities of practice to support peer learning and collaboration across councils. The team are also responsible for the LGA's support offer to councils on AI, which has included developing our case study bank, our AI unpacked videos, leading the State of the Sector AI programme, and working closely with i.AI to support a 25 council pilot of the tool Minute. This role will be responsible for responding to sector needs and continually delivering high quality support to councils. Beyond this, you'll contribute to the broader Cyber, Digital and Technology programme, working with a dynamic network of stakeholders to advance our ambitious digital agenda.

This role demands a proactive, visionary leader with a deep understanding of the government landscape, the evolving challenges of the digital and cyber realm, and the acumen to navigate complex projects within a dynamic political environment.

Main responsibilities:

- Lead the development and delivery of the Digital Partnerships and Innovation programme, aligning it with the overall objectives of the LGA's Business Plan and CDT Programme.
- Manage and contribute to the delivery of a portfolio of projects, ensuring they are delivered to time, budget, and quality standards.
- Build and manage a network of stakeholder relationships across Government, industry and councils.
- Lead research initiatives to support the diagnosis of challenges and barriers to digital transformation in local government.
- Build and lead communities of practice with senior level officers in local government to drive digital transformation initiatives across the local government sector.
- Lead, supervise and manage LGA staff to ensure that programmes are delivered effectively and efficiently, commission services and ensure the appropriate level of support and capacity to deliver services on time, within budget and to quality standards.
- To work directly with councils to identify common challenges and opportunities to contribute to the development of an ambitious support programme.
- Liaise with internal and external stakeholders to ensure effective programme reporting, demonstrating impact and value for money.
- Participate in national and regional events to raise awareness of the programme and the LGA Cyber, Digital and Technology support offer.

Seconded from both central and local government are welcome to apply.