

Kent & Medway Local Government Reorganisation Programme

Job Description: *Programme and Project Manager*

Directorate:	Chief Executive's Department
Unit/Section:	Kent & Medway LGR Programme
Grade:	KSJ (<i>Starting salary £55,764</i>)
Responsible to:	Senior Programme Manager
Contract Type:	Secondment opportunity to 31 March 2028

Application to this role is restricted to existing staff members of Kent County Council, Medway Council and Kent District and Borough Councils.

Purpose of the Job

To manage and deliver defined projects and workstreams within the Kent & Medway Local Government Reorganisation (LGR) Programme, supporting the successful design, transition and implementation of new local government arrangements.

The postholder will be responsible for day-to-day project delivery, ensuring agreed milestones, outputs and benefits are achieved in line with statutory requirements, programme governance and wider LGR timelines. The role works under the direction of the Senior Programme Manager as part of the wider, multi-authority programme team.

As an existing employee of a Kent and Medway Council, you will be required to leave previous allegiances behind and work on behalf of all existing 14 Councils and ultimately the new council(s) fairly and equally.

Main Duties and Responsibilities

Programme and Workstream Management and Delivery

- Manage programme-wide activity and defined projects and workstreams within the LGR Programme, delivering agreed outputs to time and specification.
- Develop, maintain and manage detailed project plans, milestones, dependencies and risks aligned to the overall programme plan.
- Coordinate inputs from and dependencies to service areas, working closely with professional leads and subject matter experts within the councils and the strategic partner to ensure effective delivery.
- Escalate risks, issues and decisions appropriately through agreed governance routes.
- Be able to deputise for the Senior Programme Manager at meetings and forums if required to do so

Project Definition and Initiation

- Support the development of project initiation documentation, options appraisals and delivery plans in line with programme standards.

- Assist in gathering evidence, undertaking analysis and coordinating discovery and due diligence activity at project and programme level
- Ensure project outputs align with statutory requirements, government guidance and agreed programme principles.

Planning, Governance and Assurance

- Contribute to and lead components of overall programme and workstream planning, including:
 - Development of integrated plans, mapping of milestones, dependencies and critical paths across the LGR programme.
 - Development and maintenance of governance, decision-making and reporting arrangements.
- Prepare high-quality project reports, updates and documentation for boards, workstreams and senior officers.
- Maintain accurate and up-to-date risk, issue, dependency and action logs.
- Manage and monitor programme budgets, reporting and forecasting as required.
- Support assurance, audit and review activity as required, ensuring information is accessible and reliable.
- Contribute to lessons learned activity and continuous improvement across the programme.

Delivery and Transition Management

- Manage delivery of project activity through periods of organisational change and transition, ensuring:
 - Continuity and safety of services.
 - Readiness for key milestones, including vesting day.
- Apply proportionate and agile project management approaches appropriate to the pace and uncertainty of LGR.
- Identify practical actions and solutions to delivery problems.

Stakeholder Engagement and Collaboration

- Build and maintain effective working relationships with:
 - Council services and lead officers
 - Programme and project colleagues
 - Partner authorities and external advisers
 - Strategic partner
- Design and participate in workshops, engagement sessions and reviews.

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree level qualification (Level 6) or equivalent • Project or programme management qualification (e.g. PRINCE2, Agile, Project Management Degree Apprenticeship) or equivalent practical experience.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of delivering projects within complex organisational or partnership environments. • Experience within local government or the wider public sector. • Experience of contributing to organisational change, transformation or restructuring activity. • Experience of working within defined governance and reporting frameworks. • Experience of working collaboratively with a range of stakeholders and professional disciplines. • Experience of managing budgets and financial information.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Strong project management skills, including planning, risk and issue management. • Ability to manage multiple tasks and priorities to challenging timescales. • Clear and confident written and verbal communication skills. • Ability to analyse information and present it clearly and succinctly. • Strong organisational skills, the ability to plan ahead and attention to detail. • Ability to work effectively in uncertain and evolving environments. • Ability to challenge constructively and escalate issues appropriately.
KNOWLEDGE	<ul style="list-style-type: none"> • Good understanding of project management lifecycles, tools and methodologies. • Awareness of local government structures, governance and statutory responsibilities. • Awareness of the context and challenges of Local Government Reorganisation. • Understanding of risk, issue and dependency management in change programmes.

<p>Kent & Medway LGR Programme</p> <p>Values and Attributes</p>	<p>One team, working together across Kent and Medway We work openly across organisations, sharing knowledge to deliver the best outcomes.</p> <p>Caring, respectful and people-centred in all we do We treat everyone with compassion and respect, keeping residents at the heart of what we do.</p> <p>Open, accountable and inclusive We listen, welcome challenge, and act with honesty and integrity.</p> <p>Curious, ambitious and innovative We learn, adapt and innovate to deliver positive change.</p> <p>Proud and responsible for making a difference We take shared responsibility for delivering lasting benefits.</p>
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