

## Kent & Medway Local Government Reorganisation Programme

### Job Description: *Senior Programme Manager*

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<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Kent &amp; Medway LGR Programme</b>
<b>Grade:</b>	<b>KSL (<i>Starting salary £71,432</i>)</b>
<b>Responsible to:</b>	<b>Programme Director</b>
<b>Contract Type:</b>	<b>Secondment opportunity to 31 March 2028</b>

**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 lead, manage and deliver complex programmes and projects that enable the successful design and implementation of Local Government Reorganisation (LGR) across Kent and Medway, ensuring statutory compliance, service continuity and the achievement of agreed outcomes, benefits and milestones.

Working to the Programme Director, the postholder will play a key leadership role in shaping and delivering the Kent & Medway LGR programme, supporting political and senior officer decision-making and working across organisational boundaries and partner bodies.

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 Project Leadership**

- Lead and manage components of a complex, multi-disciplinary programme, including thematic boards, service workstreams and project teams, playing a critical role in the delivery of the LGR programme.
- Provide strong, visible leadership to programme and project staff, fostering collaboration across multiple organisations and services.
- Drive progress and maintain momentum, focusing on delivering the implementation plan and key deliverables.
- Act as a key interface between the LGR Programme, councils and services, the strategic partner, professional leads/groups and external stakeholders.
- Be able to deputise for the LGR Programme Director at senior meetings and forums if required to do so.
- Lead and manage programme and project design activities and testing of new delivery models
- Manage the development of next stages of PMO establishment and recruitment.

- Ensure programme, board and workstream outputs align with statutory requirements, government guidance, and agreed vision, ambitions and design principles.

### **Planning, Governance and Assurance**

- Lead and manage important 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.
- Provide strategic judgement and advice on assurance, risks, issues and escalations, ensuring timely resolution and effective mitigation.
- Prepare, present and quality assure reports for LGR Programme Board and joint governance arrangements, Members, senior officers, and committees.
- Manage and monitor programme budgets, reporting and forecasting as required.
- Determine tangible actions and ways forward, applying problem-solving techniques where required
- Ensure lessons learned are captured and applied to support continuous improvement across the LGR programme.

### **Delivery and Transition Management**

- Lead and manage delivery of programme and workstream activity to agreed timescales, ensuring:
  - Continuity and safety of services throughout transition.
  - Readiness for vesting day and subsequent phases beyond.
- Apply agile and proportionate programme and project management methodology and approaches appropriate to the complexity, pace and uncertainty of LGR and this programme.
- Provide proactive problem-solving and hands-on support to boards and workstreams facing delivery challenges.

### **Stakeholder Engagement and Collaboration**

- Build, facilitate and maintain strong working relationships with:
  - Elected Members
  - Senior officers
  - Other local authorities involved in reorganisation
  - Statutory partners, MHCLG, other government departments and external advisers
  - Wider peers and networks across the country
- Work on behalf of the programme as a whole, both internally and externally
- Lead and facilitate workshops, engagement sessions and reviews to support programme delivery, decision-making and shared ownership.
- Act as a trusted adviser and 'critical friend' within governance and leadership settings.

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree level qualification (Level 6) or equivalent.</li> <li>• Programme or project management qualification (e.g. PRINCE2, MSP, Agile, Project Management Degree Apprenticeship or equivalent experience).</li> <li>• Or significant equivalent experience delivering complex public sector change programmes.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant experience of delivering complex, high-risk programmes and/or projects.</li> <li>• Significant experience within local government and/or multi-agency public sector environments.</li> <li>• Experience of working with elected Members and senior leadership teams.</li> <li>• Experience of operating within formal governance and assurance frameworks.</li> <li>• Some experience of managing teams.</li> <li>• Some experience of managing budgets and financial information.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent programme and project management capability.</li> <li>• Strong leadership, influencing and negotiation skills.</li> <li>• Ability to communicate complex and sensitive issues clearly to a wide range of audiences.</li> <li>• Excellent report writing and presentation skills for senior and political forums.</li> <li>• Strong planning, organisational and dependency management skills.</li> <li>• Ability to work calmly at pace in uncertain and evolving environments, managing multiple work packages simultaneously and prioritising effectively.</li> <li>• Sound professional judgement and the ability to apply methodologies pragmatically and proportionately.</li> <li>• Strong analytical skills with the ability to challenge constructively and objectively.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of programme and project management lifecycles, standards and methodologies.</li> <li>• Good understanding of local government structures, governance and statutory frameworks.</li> <li>• Awareness of the political, financial and operational context of Local Government Reorganisation.</li> <li>• Strong knowledge of risk, issue, stakeholder and dependency management within large-scale change programmes.</li> <li>• Willingness to rapidly build detailed understanding of service areas, legislation and policy relevant to LGR.</li> <li>• Knowledge of budget setting process and key requirements</li> </ul>

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