

<b>Directorate:</b>	Children Young People and Education
<b>Unit/Section:</b>	Special Educational Needs & Disability
<b>Grade:</b>	KR11
<b>Responsible to:</b>	SEND Transformation Programme Lead

### **Purpose of the Job:**

Manage the delivery of the of the Special Educational Needs and Disabilities (SEND) Transformation Programme (on behalf of the SEND Transformation Strategic Board), as part of a holistic approach to SEND, working to shared objectives on SEND Improvement through the Accelerated Progress Plan, Safety Valve, Culture and other SEND workstreams..

Provide programme/project management expertise to ensure the successful delivery of the SEND Transformation Programme, including robust programme documentation. Collaborate with multiple stakeholders to coordinate the delivery of programme objectives and ensure links with other programmes to deliver a whole system approach.

### **Main duties and responsibilities:**

1. Manage complex programme activity and workstreams, developing comprehensive programme, project and communication plans to ensure actions, accountabilities, budgets and timescales are defined and links are made with other programmes and key stakeholders to ensure the programme is delivered in a co-ordinated way and in line with other key programmes.
2. Provide programme management expertise and support to the SEND Transformation governance arrangements involving the major stakeholders, staff, relevant professionals and other agencies and secure adequate resources for the delivery of the programme to ensure that professional input is provided from an operational and functional perspective throughout the programme cycle.
3. Support the Programme Lead in developing robust assurance and governance reporting, including management of the Accelerated Progress Plan reporting process. Advise on agenda setting for SEND transformation governance arrangements.
4. Provide specialist programme/project advice to support the Programme Lead and manage the supporting processes to underpin the programme, including the development of systems and procedures to ensure that the programme is implemented efficiently and effectively within the agreed timeframe.
5. Monitor programme progress, identify areas of development, develop the programme risk register and lead on the resolution of any issues, in order to ensure

that the objectives of the programme are delivered within the specified budget, timescale and to the specified standards.

6. Build strong collaborative working relationships with other KCC professional functions and partnership stakeholders as part of multi-disciplinary teams and participate in wider communities of practice.
7. Working closely with other members of the SEND Team on benefits definition, tracking and realisation, stakeholder management, dependency management and sharing insights from the programmes/projects they work with.
8. Liaise with senior colleagues within KCC and external partner agencies in order to ensure that the aims and objectives of the project are in accordance with the Directorate's strategic framework.
9. Find viable solutions for project delivery, including alternative and contingency planning options, take a pragmatic approach within the resources available.
10. Effectively estimate costs, timescales and resource requirements for the successful delivery of the project(s) to agreed terms of reference.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Programme Manager*

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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 in a relevant subject or relevant experience</li> <li>• Project or programme management qualifications (e.g. APM, Managing Successful Programmes, Management of Risk)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in all levels of programme/project management and change practice, including delivering of high profile, complex and high risk programmes or projects across multiple service areas</li> <li>• Business case development</li> <li>• Experience of risk management and appropriate escalation of risk</li> <li>• Analytical skills including the ability to identify trends and developments from complex data and the ability to find solutions to complex problems</li> <li>• Experience of working in fast-paced, multi-disciplinary teams</li> <li>• Experience of managing and developing staff</li> <li>• Experience of building and maintaining positive working relationships both within the organisation and with external bodies</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent programme/project management skills for complex change programmes, including detailed programme planning and reporting</li> <li>• Excellent interpersonal, negotiation and communication skills</li> <li>• Ability to manage, motivate and co-ordinate the work of a project team and staff at all levels, including building effective relationships</li> <li>• Ability to understand and apply different best practice and organisational programme and project management approaches</li> <li>• Solution focused approach across a wide range of services and projects</li> <li>• Agile and flexible approach, reflective practice and responsive to lessons learnt</li> <li>• Strong relationship management skills to quickly build trust and confidence with services</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of techniques for planning, monitoring and controlling programmes</li> <li>• Knowledge of best practice and organisational programme and project management approaches</li> <li>• Knowledge of the County Council's policies and practices</li> </ul>

	<p>impacting on projects and programmes</p> <ul style="list-style-type: none"> <li>• Knowledge of the relevant legislative frameworks</li> <li>• Knowledge of methods and techniques to support involvement of partnership agencies</li> <li>• Kent Manager (expected to have knowledge of line management)</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>