

Kent County Council
Job Description: *Programme Manager*

Directorate: Strategic and Corporate Services
Unit: Public Health
Grade: KR11
Responsible to: Senior Programme Manager

Purpose of the Job:

Manage and deliver complex projects within the Kent Public Health function working across Directorates and external partners, utilising recognised project management methodologies to ensure that all projects are delivered effectively, to the required standard within the agreed deadlines and in accordance with existing and new Directorate and corporate policies and procedures.

Main duties and responsibilities:

- Manage across a range of complex Public Health programmes and projects, developing comprehensive project plans for each project in order to ensure that all actions, accountabilities, budgets and timescales are defined in liaison with key stakeholders and business streams, and regular status reports produced to inform senior management at all stages.
- Establish Project Board Members and working parties involving the major stakeholders, staff, relevant professionals and other agencies and secure adequate resources for the development and implementation of the project to ensure that professional input is provided from an operational and functional perspective throughout the project cycle.
- Monitor project progress and lead the resolution of project issues, including any changes which will impact on the project, in order to ensure that the project plan will deliver programme objectives within the specified budget and timescales and to the specified standard, and will offer value for money.
- 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 KCC's strategic framework
- Develop the supporting processes which underpin the development of the project across the relevant Directorate, including the development of systems and procedures and issues such as recruitment and training, to ensure that the project can be implemented efficiently and effectively within the agreed timeframe.

- Assess the impact of current projects, identifying resulting additional issues, risks and areas for development as they arise, and recommending appropriate action and proposals for change, in order to maximise the long-term effectiveness of individual projects to the organisation.
- Deliver Public Health programmes that supports local efforts to reduce health inequalities and is tailored to the specific needs of the local population.
- Contribute to the writing of bids, output specifications and Business Plans, to ensure that the project is managed in a cost-effective manner, in line with Public Health business objectives and linking in with other KCC and Health commissioners in the County
- Provide specialist project advice and support, as well as operational direction where necessary to projects at locality level including District and Clinical Commissioning Group levels reporting to the Director of Public health and Public Health Consultants on a regular basis.

Footnote: This job description is provided to assist the job holder to know what his/her 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*

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"> • Educated to degree level or NVQ 5, Diploma in Management 5 or equivalent • Willingness to work towards the APM PMQ qualification
EXPERIENCE	<ul style="list-style-type: none"> • Established experience in managing projects • Established experience of working within the local government sector • Proven record of working with multi-agency organisations • Proven record of achievement relating to developing effective communication at all stages of the project • Established experience of managing and monitoring budgets with an awareness of appropriate Financial Regulations • Experience of managing or supervising staff • Experience and understanding of the main issues and internal policies, as well as services provided by the Directorate, along with changing agendas
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent project management skills from conception to delivery including financial monitoring, planning and improvement cycles • Excellent interpersonal, negotiation and leadership skills • Excellent communication skills, both in writing and verbally, in order to communicate with senior staff at all levels, internally and externally, including Members • Excellent presentation skills to effectively communicate complex issues to a wide audience • Ability to positively influence the outcome of decisions • Ability to form, lead and network with effective partnerships, especially with external agencies within a mixed economy • Ability to work on own initiative • Ability to balance a range of disparate tasks and meet tight deadlines • Sound analytical skills • Ability to manage, motivate and co-ordinate the work of a project team and staff at all levels, including building effective relationships • Ability to be innovative and to lead cultural change • An organised, systematic and analytical approach is necessary and the ability to accommodate a wide and complex range of issues • Ability to manage and monitor significant budget and resources • Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day • Commitment to equalities and the promotion of diversity in all

	aspects of working
KNOWLEDGE	<ul style="list-style-type: none"> • Sound knowledge of policy and procedure and changing agendas within KCC, including roles of teams, officers and members, partnership agencies and the political arena • Sound and comprehensive knowledge of the Programme and Project Management SORP. • Sound knowledge of the relevant legislative frameworks • High level of political awareness, diplomacy, and sensitivity • Sound knowledge of local government • Sound knowledge of methods and techniques to support involvement of partnership agencies • Awareness of Data Protection and confidentiality issues • Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relation to Health and Safety
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Be open</p> <p>Invite contribution and challenge</p> <p>Be accountable</p>