

## Kent County Council

### Job Description: *Strategic Reset Programme - Programme Analyst*

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<b>Directorate:</b>	<b>Strategic and Corporate Services</b>
<b>Unit/Section:</b>	<b>SRP Programme Team</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>SRP Strategic Lead</b>

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

The Strategic Reset Programme (SRP) is led by KCC's Corporate Management Team, acting as the SRP Programme Board. It brings together all our major change projects and programmes within a whole-council transformation programme that will prepare us to be ready for the opportunities and challenges ahead. The programme includes both new and existing change programmes, which have been identified by the SRP Programme Board as critical to helping shape the future of the council.

The SRP Programme Team as a whole will support the SRP Programme Board, working in collaboration with delivery teams to manage and deliver the Strategic Reset Programme successfully. The purpose of the SRP Programme Analyst role is to define, plan, monitor and realise the benefits throughout the delivery of the programme, in line with stated targets. The Benefits Lead (KCC's Chief Analyst) will support the Programme Analyst from a strategic perspective, however responsibility for the completion of benefits tasks will remain with the Programme Analyst.

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

- Supporting the creation of the SRP Strategic Outline Case (SOC) from a benefits perspective – developing the programme targets and profiling these across the delivery of the programme.
- Responsibility for tracking the programme benefits, collating and inputting the benefits realisation data from individual SRP programmes/projects, working with the Benefits Lead and SRP Finance Lead in order to build a bigger picture for the overall progress of the programme.
- Data analysis and visualisation for reporting of benefits progress to key SRP stakeholders, including but not limited to Programme Board.
- Progress and exception reporting in relation to benefits – including flagging risks or issues to the delivery of programme benefits.
- Coaching the programme leads on planning and profiling the delivery of benefits, by supporting in the development and review of benefits maps and supporting deep dive or problem solving sessions.
- Tracking assumptions in relation to benefits targets or baselines, and audit trails of key decisions in relation to the delivery of benefits.
- Continually improving the process by feeding lessons learned back into the benefits approach of the programme and the approach of individual projects or programmes.

- Looking for ways to automate the benefits tracking process wherever possible, to improve accuracy and increase efficiency.
- Working closely with the communications team to plan the way in which key messaging around benefits and programme progress (in relation to benefits) is delivered.

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.

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## Person Specification: *Programme Analyst*

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>	<p>Appropriate qualifications to demonstrate analytical capabilities</p> <p>Qualifications in project or programme management</p>
<b>EXPERIENCE</b>	<p>Necessary previous experience should include:</p> <ul style="list-style-type: none"> <li>• Benefits management of both projects and programmes</li> <li>• Business case development for both projects and programmes</li> <li>• Working within programme teams, especially with exception and progress reporting</li> <li>• Working in, and driving, a face paced environment</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Data analysis and presentation</li> <li>• Benefits tracking</li> <li>• Coaching and upskilling</li> <li>• Reporting using dashboards</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good understanding of the implications of benefits realisation in the public sector</li> <li>• Understanding of 5 Case Model for business case development</li> <li>• Understanding of Outcomes Based Accountability principles</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <p>Open</p> <p>Invite Contribution and Challenge</p> <p>Accountable</p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Brave do the right thing, accept and offer challenge – able to constructively challenge the SRP Programme Board, SRO's and Project Leads on benefits realisation using Outcomes Based Accountability principles, taking a solution focused approach</li> <li>• Curious to innovate and improve – able to incorporate new tools and ideas from external strategic partners and best practice in benefits realisation.</li> <li>• Compassionate, understanding and respectful – strong inter-personal skills, building trusted relationships with stakeholders and respecting professional judgement and project delivery, supportive style to enable collective success</li> </ul>

	<ul style="list-style-type: none"><li>• Strong together by sharing knowledge – creating a transparent, shared picture of progress and benefits, open culture of deep dives to share learning and peer challenge</li><li>• Responsible for the difference we make – accountable for reporting benefits accurately</li></ul>
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