

LONDON BOROUGH OF MERTON
JOB DESCRIPTION

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| POST TITLE: | Strategic Programme Manager – Learning Disabilities Recovery and Reset Transformation Programme | |
| Grade: | MGC | 2 Years Fixed Term |
| Department: | Community & Housing | |
| Location: | Civic Centre, Morden. | |
| Responsible to: | Assistant Director Adult Social Care | |
| Responsible for: | Support and Delivery of Programme for Learning Disability and Autism Day Opportunities and Transitions Service Programmes: Integration of Learning Disability Team. Programme Finance Management | |
| | Management of the programme office. This includes: Transitions project manager, project staff, reviewing officers, communications & administrative posts | |
| Post number: | | Date: July 2021 |

MAIN PURPOSE

1. As a member of the Community & Housing Strategy, Improvement & Delivery Programme Team you will be responsible for the day to day programme management to ensure the work delivers successfully, on time and within budget.
2. The post holder will work with the departments Senior Management Team to provide effective leadership and rigorous programme management to deliver the implementation of the Learning Disabilities Programmes, which will contribute to the continuous improvement of the Council.
3. The post-holder will be responsible for the design and delivery of programme structures, work streams and projects that provide the Directorate with the identified change requirements and deliver the planned medium term financial savings.
4. The role operates with a large degree of autonomy. It manages the delivery of practice, cultural and service improvement within the Learning Disability Service and Transitions Service. It provides strong programme management to the work streams within the programmes to achieve better outcomes for residents with a Learning Disability or / and Autism and their families.
5. The role has significant responsibility for working across Housing, Public Health and Health partners on the accommodation transformation and in developing integrated health and care services in Merton for people with a Learning Disability

6. The role will plan, appraise and recommend options to senior leaders on appropriate implementation of change, transformation and resource deployment through a programme management approach.
7. The post holder is responsible for the overall programmes financial management and budget monitoring, preparing and assisting the Assistant Director in managing the transformation revenue and capital budgets.

MAIN DUTIES AND RESPONSIBILITIES

1. To work to the Assistant Director ASC, with a significant degree of autonomy to ensure delivery of the Learning Disability Programme of Work and associated savings within the £7.2m C&H savings profile. In addition to savings targets, there will be an emphasis on delivering value for money through effective and efficient services.
2. Work with Head of Service Integrated Learning Disability, C&H staff, finance staff and a range of partners to develop and manage the transformation programme, which will modernise services, scrutinise models of support, improve outcomes and improve value for money for the Council.
3. Manage the interdependency with other council departments to facilitate transformation. E.g. working CSF to develop effective transitions planning and processes. With E&R to manage the interface with building and development of specialist facilities for people with a learning disability.
4. To support and oversee the work streams which make up this programme. To ensure that the programme is evidence based and follows best practice. To lead a process of culture and practice change within the Learning Disability Service.
5. To work collaboratively with managers, staff and partners working within Learning Disability Services to examine areas where improvements can be made. Write and develop strategy, pathways, protocols and procedures in response to statutory requirements, e.g. in Transitions from children to adults.
6. To coordinate and present highlight reports and analysis of the programme through the programme governance and through other existing governance structures for senior officers and Elected Members.
7. Actively consider new and innovative ways of delivering services that provide high quality and good value for money. Research and benchmark to establish most effective delivery methods.
8. Drive the implementation of consistently high quality service standards and levels of customer service, establish and monitor performance using Council project management and service review approaches.
9. Ensure there is effective integration of related services within and across Directorate and

the Council, ensure the contribution of partner and contractor organisations is appropriately harnessed.

10. Identify timely responses to overcome performance issues and take appropriate action where required.
11. Updating and collation of data analysis of current service provision and contracts
12. Ensure the timely and effective communication and implementation of all agreed Council policies and processes within the directorate.
13. Sign off and contribute to the financial strategies and plans / budgets that support the effective delivery of programme. Contribute to directorate budget monitoring and ensure it is effectively controlled within cash limits, driving down spend where appropriate.
14. Prepare budget monitoring reports for revenue and capital expenditure under the Recovery & Reset Programme. This is across all workstreams and not solely the LD workstream.
15. Hold Senior Responsible Officers and managers to account to provide services that are delivered or procured that represent value for money.
16. Arrangement and coordination of planning meetings and partnership meetings and oversight of contracted partner's delivery of services.
17. Maintain a central resource of documentation in relation to all aspects of the programme
- 15 The post holder will be expected to undertake additional duties or responsibilities consistent with the role as allocated by the Assistant Director or Head of Service.

**LONDON BOROUGH OF MERTON
Community & Housing
PERSON SPECIFICATION**

POST TITLE: Programme Director – Learning Disabilities Recovery and Reset Transformation Programme

Grade: MGC

Date: July 2021

Qualifications and Education

1. Educated to a higher level (degree level qualification or equivalent) or relevant experience
2. Evidence of continuing professional and/or technical development.
3. Relevant professional qualifications, experience and training specific to, financial management transformational change and programme management

Skills

1. Outcomes focused and solution-oriented
2. Excellence programme management skills
3. Exhibits confidence and leadership, engages emotionally and can show evidence of influencing key stakeholders externally and internally
4. Is an authentic and inspiring leader, able to build inclusive and high-performing teams
5. Delivers excellent service to colleagues and clients
6. Excellent planning and organisational skills with the ability to set and monitor priorities for oneself and the service
7. Resilience and ability to cope within a challenging environment
8. Applies judgement in managing risk, supporting their senior leadership to deliver on commitments to savings
9. Can lead in ambiguous situations, demonstrates resilience, readily adapts to change and exhibits personal growth

Knowledge and Experience

1. Substantial senior management experience within a complex, multi-agency service system, including experience of extensive service change
2. Sound knowledge of effective programme management methodologies and change implementation
3. Knowledge and experience of the preparation, analysis and interpretation of management accounts and budget reports.
4. Managing different organisational cultures in Health and social care including working across professional groups
5. Experience of leading involvement of service users and carers in service delivery
6. Evidenced excellent influencing and negotiation skills to drive and manage change within teams and deliver strategic priorities
7. Evidenced innovative and imaginative approach and the ability to identify new and credible options for service development
8. Proven experience of practice and culture development, applying strong analytical skills and lateral thinking to develop service plans and solutions
9. Proven stakeholder management and engagement skills, combined with evidence of political awareness and sensitivity to stakeholder needs and priorities
10. Excellent interpersonal skills with the ability to establish positive working relationships with staff at all levels, corporate colleagues, external organisations etc to generate confidence, trust and respect
11. Experience of interpreting vision and strategy to drive delivery through strong and effective leadership.
12. Experience of setting service standards that will enhance the reputation of the Council and empowers others to deliver. Leading and delivering successful organisational and cultural change programmes.
13. Experience of budget management and budget re-profiling