



## **Information pack for the post of Programme Director**

**Fixed Term Contract to end 30 April 2027**

Job reference number 1275

**Closing date: 26 September 2025 (noon)**

Longlisting Interviews: week commencing 13 October 2025

Final Interviews: week commencing 27 October 2025

### **Guidance on completing the application form.**

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

### **Disclosure and Barring Service (DBS)**

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:

[www.gov.uk/disclosure-barring-service-check](https://www.gov.uk/disclosure-barring-service-check)

### **Politically Restricted Post**

Some posts may be politically restricted which means under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party-political controversy.

## **Additional Clearance**

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

## **Referees**

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character, your timekeeping and reliability. They will also be asked for information regarding absences on the grounds of sickness over the last two years.

## **Evidence of information provided in your application form**

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

## **Equality, diversity and inclusion**

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: disability, sex, gender reassignment, marital or civil partnership status, race, religion or belief, sexual orientation, age and pregnancy or maternity.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

## Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore, any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

## What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

This post is subject to appointment by the Council's Appointments and Appeals Committee.

Telephone **01784 4464263** or e-mail [recruitment@spelthorne.gov.uk](mailto:recruitment@spelthorne.gov.uk) with any queries.

You are also able to apply online using [www.surreyjobs.info](http://www.surreyjobs.info)

**surreyjobs.info**  
A revolution for Public Sector jobs in Surrey  
[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk)





## **Programme Director**

**Fixed Term Contract to end 30 April 2027**

**Salary range £82,938 - £90,140 pa (personal salary)**

### **Full Time**

Spelthorne Borough Council is a progressive, local authority. We are working hard to deliver the best services for our residents. Spelthorne Borough is located 15 miles west of Central London and benefits from good connections across the capital and the South East. With 12 miles of the River Thames located within the borough, 750 acres of parks and open green spaces, and bustling towns and villages, Spelthorne Borough is a wonderful place to work, and live.

We are looking for a dynamic individual to direct and deliver our improvement and recovery plan as a result of a best value inspection and Government intervention. Spelthorne has to achieve challenging targets internally and to meet future requirements as we enter Local Government Reorganisation. This role provides an opportunity to lead on moving us to a position where we fulfil the “directions” as specified by the Government from the best value review.

You will work with the senior leadership team and Commissioners to deliver the Improvement and Recovery Plan. You will report to the Chief Executive and ensure the effective running and delivery of the Improvement and Recovery plan. You will work closely with other senior officers to ensure delivery of the Plan and provide appropriate advice and information on progress to the Improvement and Recovery Board, the Council and its committees.

You need to have excellent programme management skills and ideally been involved in a Government “intervention” process elsewhere so that you can ensure delivery of the Improvement and Recovery Plan. We are looking for you to lead and challenge the “norm” to drive service transformation and culture change and ensure timely delivery of the Plan. You will lead the Programme Management Office for driving the Council’s Improvement and Recovery Plan.

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council’s policy. The post holder will be required to attend the office in line with a rota and any service requirements.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for customer facing posts. These posts fall within the scope of the Code of Practice on English language requirement for public sector workers. The Council, therefore, has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken

English sufficient for the effective performance of the job requirements. If you have any queries or would like to discuss this further, please contact Human Resources.

This post is subject to appointment by the Council's Appointments Committee. For an informal discussion about the role, please call Dawn Richards, PA to Chief Executive on 01784 446250 to arrange a call with Daniel Mouawad, Chief Executive.

**Closing date: 26 September 2025 (Noon)**

Longlisting Interviews: week commencing 13 October 2025

Final interviews: week commencing 27 October 2025

**To apply please use the 'apply online' button below.**

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful.

All shortlisted applicants will be contacted via email after the closing date.

*Working towards equal opportunities*

**Strictly No Agencies**

## Spelthorne Borough Council

### Job Description

#### Fixed Term Contract

<b>Date Prepared:</b>	August 2025
<b>Post Title:</b>	Programme Director
<b>Salary Range:</b>	£82,938 to £90,140 pa (personal salary)
<b>Service:</b>	Programme Management Office
<b>Reports To:</b>	Chief Executive
<b>General Duties:</b>	To lead the Programme Management Office responsible for driving the Council's Improvement and Recovery Plan.
<b>General Responsibilities:</b>	<p><u>Equal Opportunities:</u></p> <p>The Council is committed to achieving equality of opportunity and expects all employees, workers and contractors to implement and promote its policies in all areas of their work including attending training as appropriate.</p> <p><u>GDPR:</u></p> <p>The Council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees, workers and contractors to implement and promote its policies in all areas of their work including attending training as appropriate.</p> <p><u>Health and Safety:</u></p> <p>The Council is committed to providing a healthy and safe working environment and expects all employees, workers and contractors to implement and promote policies in all areas of their work including attending training as appropriate</p>

### Particular Duties:

1. To be responsible for driving the Council's Improvement and Recovery Plan in line with government intervention requirements.
2. To lead organisation wide change and delivery, ensuring alignment with corporate priorities and financial sustainability.
3. To lead a high performing Programme Management Office (PMO) to embed robust governance, risk management, performance tracking and delivery assurance.
4. To measure success through demonstrable improvements in service quality, financial efficiency and organisational culture as set out in the intervention directions and Improvement and Recovery Plan (IRP).
5. Commissioner Engagement and Government Intervention
  - Work in strategic partnership with government appointed Commissioners to align programme objectives with intervention goals.
  - Provide transparent, timely reporting on performance, risks and mitigation measures.
  - Ensure all transformation initiatives directly support the IRP
  - Facilitate joint decision making between the Council and Commissioners, embedding feedback into delivery.
6. Strategic Programme Leadership
  - Design, implement and govern strategic programmes in line with Council priorities.
  - Deliver measurable outcomes in service improvement, financial performance and community impact.
  - Manage interdependencies, risks and benefits across the transformation portfolio.
7. Governance and Assurance
  - Maintain clear governance frameworks ensuring transparency, accountability and compliance.
  - Support the effective operation of the Council's Governance Board for the Improvement Programme.

- Provide regular performance and risk updates to the corporate Management Team, elected members and Commissioners.

#### 8. Programme Management Office and Capability Development

- Lead a centralised PMO to coordinate all IRP activity and matrix manage Programme leads across the Council
- Champion continuous improvement, innovation and evidence based decision making.

#### 9. Stakeholder Engagement and Change Leadership

- Act as a trusted advisor to senior managers, elected members and Commissioners.
- Lead engagement with government bodies, community representatives and other strategic partners.
- Drive organisational change, cultural transformation and service redesign.
- Offer appropriate challenge to the organisation to support effective delivery of the Council's Improvement Programme in line with the directions set by the Secretary of State and Best Value Standard.

#### 10. People and Resource Management

- Lead multi-disciplinary teams and matrix manage project managers across departments.
- Provide coaching, leadership and development for programme staff.
- Oversee strategic resource planning and programme budget management.

Carry out such other duties as may be required by the Chief Executive appropriate to the skill and level of responsibility required for this post. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled applicant at a disadvantage.



## Person Specification

### Programme Director

Key job requirements		Desirable/ Essential
<b>1. Experience</b>		
Significant experience leading large scale transformation within a government intervention or comparable context.		Essential
Proven strategic planning and delivery at executive level.		Essential
Track record in leading a Programme Management Office		Essential
Strong political and stakeholder engagement, including with government bodies.		Essential
Expertise in organisational culture and culture transformation.		Essential
Budget Management and resource allocation at strategic level		Essential
Engagement in or understanding of regional and national policy development.		Desirable
<b>2. Qualifications</b>		
Educated to degree level or equivalent experience		Essential
<b>3. Personal Qualities</b>		
High political awareness and sensitivity.		Essential
Flexibility to work outside normal hours.		Essential
Willingness to travel as required.		Essential