



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Programme Manager - Productivity
Job Reference	TBC
Service	Customer and Change
Team	Business Change
Location	Shute End
Reports to	PMO and Portfolio Manager
Responsible for	Line management of 2 to 3 FTE Project Managers or graduates
Grade	10
Contract Type	Fixed Term (12 Months)
Hours	Full-Time

Main Accountabilities	
1.	Responsible for supporting the delivery, co-ordination, and reporting of the Council's Productivity programme, working closely with colleagues across Business Change.
2.	Responsible for the on-going operation of the Productivity programme's governance. Accountable for the collation and production of programme reports to the Corporate Leadership Team.
3.	Accountable for the tracking of programme-level related risks across the council with appropriate escalation and facilitation of risk and assurance with senior leaders to understand potential issues, seek mitigations and provide successful delivery.
4.	Leading and motivating colleagues involved with Productivity projects in line with deliverables, including line management responsibilities if required.
5.	Work collaboratively with colleagues and other stakeholders e.g. Members, partners and other stakeholders.
6.	To undertake any other duties aligned to the general levels of responsibility of the post.





Person Specification	Essential	Desirable
Education/Qualifications	Relevant portfolio, programme and project management qualification or skills and experience (MSP or similar).	Member of a relevant professional body or chartered institute.
	Educated to degree level (or be able to demonstrate equivalent knowledge, skills and aptitude).	Knowledge of local government and particularly transformational government and efficiency agenda.
		Relevant Change Management qualification or skills and experience (Prosci or similar).
Experience	Proven ability in managing portfolios, programmes, projects, other managers and colleagues to achieve agreed outputs, within budget, including benefit realisation.	A knowledge of Business Improvement and supporting technologies would be an advantage.
	Demonstrable ability to prioritise projects and activities including the ability to manage competing claims on time, and to keep calm in a crisis or difficult or challenging situations.	
	Ability to give support, advice and assistance on project and programme management methodologies.	
	Ability to produce clear and concise documentation.	
	Demonstrable ability to analyse and evaluate complex information from a range of sources in order to form judgements and make decisions.	
	Portfolio, programme, and project management experience with evidence of successful delivery of significant and complex projects including the identification, recording and tracking of expected benefits from the project during the project lifecycle.	
	Experience of using Microsoft applications including MS Word, MS Excel, MS Project, MS Visio, MS PowerPoint, and MS Teams.	
	Experience of application of a recognised project and/or programme management methodology.	
	Proven experience of portfolio or programme management, liaising with managers and colleagues at all levels.	
	Experience of line managing people.	
	Proven experience and evidence of working with 3rd party providers, partners, suppliers, or consultants in the	





	delivery of significant and complex projects.	
Skills/Knowledge	Able to pass on knowledge to colleagues in a clear and controlled manner.	
	Highly developed organisational skills.	
	Good communication skills with the ability to express views clearly: orally and in writing, to prepare reports and briefing notes for presentations to project groups, at programme level, to senior managers or elected members.	
	Good inter-personal skills with the ability to work with all stakeholders including Councillors, Directors, Heads of Service, officers, contractors, partners to agree and deliver the required outputs.	
	Computer literate including experience of using IT systems and Microsoft Office software (e.g. MS Word, MS Excel, MS Outlook, MS Project & Visio).	
Behaviours/Attributes	Ability to work on own initiative, to solve problems, and to take decisions to secure required results.	
	Demonstrable ability to work in a team.	
	Flexible to the changing financial landscape of the council.	

Purpose Details	
Service Purpose	Apply our change expertise to drive transformation, improve outcomes for residents, and deliver financial efficiencies.
Role Purpose	<p>To lead the delivery and monitoring of the council's Productivity programme across all directorates and ensure savings targets and programme deliverables are met. The role will focus on:</p> <ul style="list-style-type: none"> • The governance of the council's Productivity programme. • Programme-level risk and issue management. • Ownership, measurement, and tracking of deliverables and benefits. <p>Engage senior cross-functional stakeholders to:</p> <ul style="list-style-type: none"> • Drive good governance and transparency. • Support change management and maximise opportunities. • Escalate issues and manage resourcing impacts. • Assure quality and accuracy of programme reporting. • Capture and share lessons learned and emerging best practices to inform current and future business change.





Supervision and Relationships	
Supervision Received	This post will report to the PMO and Programme Manager and will receive strategic and operational guidance.
Supervision Given	This post will be responsible for approximately 2-3 FTE but this can be more at times if Fixed Term Contracts are added.
Contacts	This post will interact with stakeholders at all levels in the organisation and external stakeholders and partners.

Resources/Budget Management
This role will support the Finance Business Partners in monitoring budget spend and savings on projects and programmes

Special Requirements
Some Evening work or attending evening meetings may be required on occasion.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N





WOKINGHAM
BOROUGH COUNCIL

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Shute End and home working

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	N/A
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	01/12/2025
Evaluated by:	<Name, job title>

