



JOB DESCRIPTION

JOB TITLE:	Digital Programme Manager
DEPARTMENT:	Transformation
POST NUMBER:	1863
GRADE:	Grade 9
ACCOUNTABLE TO:	Head of Programme – Transformation
Direct Reports:	3 x Digital Project Leads

MAIN PURPOSE

The Digital Programme Manager is responsible for driving forward the council's digital transformation, turning our Digital Vision and Strategy into reality. This role is central to delivering technology solutions that streamline operations, enable a digitally empowered workforce, and enhance customer experiences.

As the technical lead for digital, you will bridge the gap between services and IT infrastructure, ensuring collaboration and alignment. You will play a significant role in Local Government Reorganisation (LGR) by supporting the implementation of digital solutions, championing change adoption, and collaborating closely with internal teams and external partners to help achieve a smooth transition.

Beyond technology, this role provides digital leadership, inspiring colleagues, and customers to embrace digital literacy and shaping a culture of continuous improvement aligned with the Council Plan priorities.

POST OBJECTIVE

To effectively drive the delivery of the digital transformation programme, ensuring projects achieve agreed outcomes, benefits, and timelines, and underpin the successful implementation of LGR.

Motivating and inspiring staff to deliver best outcomes for our community, working positively and collaboratively and ensuring staff understand their role in achieving corporate aims and priorities in relation to digital transformation.

SPECIALIST OBJECTIVES

Work collaboratively with the Corporate Head of Programme - Transformation and Service Lead - IT Shared Service and other senior managers ensuring effective delivery of agreed digital priorities and projects, translating strategy into actionable plans and supporting LGR transition.

Producing clear and non-technical advice on complex matters with robust business cases that include accurate costings, return on investment (ROI) calculations, and resource implications.

MAIN ACCOUNTABILITIES

- Lead the delivery of the digital transformation programme in alignment with the agreed strategy and LGR objectives.
- Collaborate with cross-functional teams to identify opportunities for digital innovation and process improvement.
- Work positively and collaboratively with internal and external partners, stakeholders and third parties to deliver innovative solutions to deliver the corporate strategies.
- Manage a portfolio of digital projects, ensuring they are delivered on time, within budget, to the required quality standards and monitored and reported on in accordance with the council's project management methodology.
- Identify, analyse, and address risks related to the digital programme in line with the council's Risk Management approach.
- Support business change development linking to benefit management and value for money.
- Ensure benefit owners are in place and benefits are profiled, communicated, and understood and managed within the programme and when transferring to business as usual (BAU).
- Drive change management activities to promote adoption of digital solutions and embed new ways of working across the organisation.
- Lead officer for horizon scanning on emerging new technologies and best practice to inform recommendations, inspiring the organisation with these possibilities and benefits.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability, or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....

December 2025



PERSON SPECIFICATION

JOB TITLE: Digital Programme Manager

POST NUMBER: 1863

DEPARTMENT: Transformation

DATE: December 2025

Requirements		Weighting	Assessment Method
Skills	Coach and lead teams in Agile and Lean practices.	3	A/I/P
	Create or tailor new ways of working and constantly innovate.	3	A/I/P
	Drive successful delivery and embed change through all levels of the organisation.	3	A/I/P
	Act as a recognised expert and advocate for digital transformation, continuously reflecting and constructively challenging the organisation.	3	A/I/P
	Excellent stakeholder management skills, with the ability to collaborate, engage and influence a diverse range of internal and external stakeholders and partners.	3	A/I/P
	Ability to interpret technical solutions, risks and issues and position/present business-focussed proposals to different audiences with excellent written and presentation skills.	3	A/I/P
	Delivery leadership and proven ability to translate strategic objectives into delivery plans.	3	A/I/P
Experience	Proven experience in a senior digital delivery leadership role in complex stakeholder environments.	3	A/I/P
	Strong understanding of digital technologies, including cloud computing, data analytics, AI, and customer relationship management systems.	3	A/I/P
	Experience working within local government or the wider public sector, with a good	2	A/I/P

	<p>understanding of governance frameworks and regulatory requirements.</p> <p>Extensive and proven experience as a hands-on Programme Manager with accountability for successful programme definition, implementation, benefits realisation, and project delivery across a range of disciplines within a complex environment including external 3rd party suppliers and development partners.</p> <p>Experience of leading, and motivating individuals and teams (both direct reports and matrix aligned staff).</p>	<p>3</p> <p>3</p>	<p>A/I/P</p> <p>A/I/P</p>
Personal Qualities	<p>Demonstrate strong influencing skills, showing drive, tenacity, resilience, and sound judgement.</p> <p>Strong interpersonal and negotiation skills with the ability to build credibility and confidence to persuade and influence key stakeholders.</p> <p>Excellent time management skills and ability to work proactively with minimal day to day supervision, prioritising tasks where necessary to meet potentially tight deadlines.</p> <p>Familiarity with digital service standards and guidelines, such as the Government Digital Service (GDS) Design Principles.</p> <p>A proactive and results-oriented mindset, with the ability to drive continuous improvement and overcome challenges collaboratively.</p>	<p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p>	<p>A/I/P</p> <p>A/I/P</p> <p>A/I/P</p> <p>A/I</p> <p>A/I/P</p>
Specific Job Requirements	<p>The job holder may be required to attend occasional meetings held at the Council Offices or other locations outside normal office hours.</p> <p>The post holder will need to be able to attend conferences and off-site meetings as required.</p>	<p>3</p> <p>3</p>	<p>I</p> <p>I</p>
Qualifications	<p>Degree, or equivalent level of qualification</p> <p>Relevant qualifications in project management or a related field (e.g., PRINCE2 Practitioner, AgilePM, PMP) would be advantageous.</p>	<p>2</p> <p>2</p>	<p>Q</p> <p>Q</p>

Weighting	<p>3 – Essential for the successful performance of the job</p> <p>2 – Desirable but can be achieved through on the job training or experience</p> <p>1 – Useful but not essential for successful performance of the job</p>				
Assessment					
Application Form	A	Interview	I	Tests	T
References	R	Presentation	P	Evidence of Qualifications	Q