

ROLE DESCRIPTION

Job Title	Change & Analysis Lead
Salary Band	SCP 41 - 43
Reporting to	Interim Senior Programme Manager
Directorate	Resources
Service Area and sub area	Digital & Transformation
Team	Delivery & Assurance Unit
Political Restriction	N/A

1. Primary Purpose of the Post
<p>To lead and develop the Combined Authority's Business Analysis and Change Management functions within the Delivery & Assurance Unit (DAU), ensuring they are strategically positioned to support the organisation's transformation ambitions.</p> <p>The postholder will play a pivotal role in enabling the organisation to evolve and respond to emerging challenges and opportunities—particularly those driven by digital innovation, service redesign, and new ways of working. They will lead the professionalisation of the Business Analysis and Change Management disciplines, embedding a consistent and high-quality approach to delivery across programmes and projects.</p> <p>This includes line management of Senior Business Analysts and Change Managers, forecasting and managing demand across a matrixed portfolio, and developing a centralised framework of tools, templates, and methodologies. The role is critical to ensuring the organisation has the capability and capacity to deliver change effectively, consistently, and in a way that maximises value for residents and the wider organisation.</p>
2. Your responsibilities
<p>Strategic Leadership: Lead the Business Analysis and Change Management specialisms, ensuring alignment with the organisation's transformation priorities and operating model.</p> <p>Operational Management: Provide line management and professional development support to Business Analysts and Change Managers, fostering a high-performing, collaborative team culture.</p> <p>Demand Management: Forecast and manage demand for Business Analysis and Change Management resources across the transformation portfolio, ensuring effective deployment and prioritisation.</p> <p>Framework Development: Lead, design and maintain a centralised framework of tools, templates, and standards for business analysis and change management, promoting consistency and quality.</p>



Stakeholder Engagement: Act as a key liaison with programme and project leads, ensuring Business Analysis and Change Management support is tailored, timely, and impactful.

Continuous Improvement: Champion continuous improvement in delivery practices, drawing on lessons learned and sector best practice to evolve the transformation offer.

Governance and Reporting: Provide regular updates to senior leadership on resource utilisation, delivery performance, and strategic risks related to business change and analysis.

3. General Corporate Responsibilities

- Continuously demonstrating the behaviours of LCR First, Respect and Action Focused
- Regular dialogue and positive business relationship building with internal and external colleagues

4. Recruitment Plan

Competency Based Interview
Assessment

Key words:

Terms candidates may search to find this job online

Business Analysis, Change Management, Transformation, Service Design

PERSON SPECIFICATION

Job Title: Portfolio Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Professional qualifications in Business Analysis (e.g. BCS) and/or Change Management (e.g. APMG, Prosci).	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Proven experience in leading business analysis and/or change management functions within a complex organisational setting.	E	A, I
Strong understanding of transformation programme delivery, including operating model design and organisational change.	E	A, I
Demonstrable ability to manage matrixed teams and forecast resource demand across multiple workstreams.	E	A, I
Experience in developing and embedding frameworks, tools, and methodologies for professional disciplines.	D	A, I
Excellent stakeholder engagement and communication skills, with the ability to influence at all levels.	E	A, I
Experience working within public sector transformation programmes.	D	I
Familiarity with project assurance frameworks and governance structures.	D	I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to lead and develop a cross-functional team of Business Analysts and Change Managers, aligning their work with organisational transformation priorities and ensuring consistent, high-quality delivery across programmes.	E	I
Skilled in designing and embedding professional frameworks, tools, and templates for business analysis and change management, enabling a standardised and scalable approach to delivery.	E	I



Proven capability in forecasting demand and managing matrixed resource deployment across a complex portfolio, ensuring optimal utilisation and responsiveness to organisational needs.	E	I
Exceptional communication and relationship-building skills, with the ability to influence senior stakeholders, facilitate workshops, and drive consensus across diverse teams.	E	P, I
Strong analytical skills to interpret data, identify trends, and develop evidence-based solutions that support transformation goals and business case development.	E	P, I
Proficient in digital tools (e.g. SharePoint, Planner, Jira) and collaborative platforms, supporting modern ways of working and enabling effective team coordination.	D	A, I
Commitment to fostering a high-performance culture, promoting continuous learning, and supporting the development of team members through coaching and mentoring.	D	I

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision and Aims of LCR Combined Authority	E	I
Quality, time management and organisational skills	E	P, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion	E	I
Experience of/ability to contribute to a high-performance culture	E	I
Embed LCRCA's behaviours of LCRCA First, Action Focused, and Respect	E	I

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment