



### 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	Senior Programme Manager (Prosperity & Devolution)
Job Reference	
Service	Place & Growth
Team	Prosperity & Devolution
Location	Shute End, Wokingham / Bridge Street, Reading
Reports to	<p>Reporting to the Devolution Director for Berkshire and the Programme Director for the Berkshire Prosperity Board. And working with and in collaboration with Oxfordshire Devolution Director and Team. As well workstream leads at the Berkshire Prosperity Board</p> <p>Employed by Wokingham Borough Council as the accountable body and in this regard reporting to the Director of Devolution and the Programme Director for the Berkshire Prosperity Board</p>
Responsible for	Programme Manager (Devolution and Prosperity)
Grade	G11
Contract Type	Fixed Term - 1 Year (Subject to review)
Hours	Full Time

Main Accountabilities	
1.	<p>PMO Programme Management planning and co-ordination</p> <ul style="list-style-type: none"><li>• Lead the programming of the evolving MSA key workstreams in developing strategy and business case to central government in collaboration with the Thames Valley Local Authorities.</li><li>• Provide project management support to the existing Berkshire Prosperity Board workstreams ensuring that there is a clear line of communication between the developing MSA workstreams and those of the MSA.</li><li>• Co-ordinate the planning and programming of MSA workstreams linked to: strategic transport &amp; infrastructure; community wellbeing &amp; identity; skills &amp; employment; public service reform; strategic planning &amp; housing; and economic development &amp; inward investment.</li><li>• Provide robust programme management, risk mitigation across all devolution workstreams.</li><li>• Coordinate best practice governance processes and meetings to ensure appropriate management and corporate decision making associated with individual councils corporate governance processes.</li><li>• Maintaining an awareness of wider strategic priorities of each council and how these impacts on the programme towards an MSA.</li></ul>





2.	<p>Stakeholder &amp; communication management:</p> <ul style="list-style-type: none"> <li>Support the engagement and planning to communicate with residents, partners, officers, and key stakeholders, managing expectations, and ensuring transparent communication about the development of an MSA.</li> <li>Maintain good relationships with local authority Leaders, Chief Executives, public sector partners, businesses, and the third sector.</li> <li>Programme and support engagement and forming consultation strategies to ensure there is collaborative engagement across the Thames Valley region.</li> </ul>
3.	<p>Resource and risk management</p> <ul style="list-style-type: none"> <li>In programme development identify and support identification of timely resourcing for the development of an MSA and engagement with Government. Supporting forming financial budgets required to create the required capacity working with the Devolution Directors and finance support.</li> <li>Develop a robust programme evidence base to support devolution proposals, drawing on data, research, and stakeholder insight.</li> <li>Work collaboratively with the devolution leads across the proposed MSA area to develop the devolution proposition to government, ensuring the voice and profile of Berkshire is clear.</li> <li>Act as a principal advisor to Devolution Director and Programme Director for the Berkshire Prosperity Board to ensure oversight of the MSA programme.</li> </ul>
4.	<p>Team leadership and resource management</p> <ul style="list-style-type: none"> <li>Support a virtual team of officers and manage across council officer support including consultants as required, working across organisational and workstream boundaries.</li> <li>Coordinate activity with the Prosperity Board Programme Director and Devolution Board, as required.</li> <li>Ensure effective use of resources to support programme delivery.</li> </ul>
5.	<p>Key Tasks:</p> <ul style="list-style-type: none"> <li>Work through problems which arise throughout a project lifecycle by gathering the right information, identifying a solution and coordinating the delivery.</li> <li>Work with and direct other project managers and place directors to create, manage, and deliver key strategic projects enabling delivery, resolving issues and initiating corrective action.</li> <li>Ensure the development and implementation of standardised strategic project management tools (PMO handbook) to foster consistency across projects.</li> <li>Implement the mechanisms by which progress, and performance of projects can be reported and tracked.</li> <li>Manage the programme's budget and monitor expenditure and costs against the MSA milestones and forming an MSA.</li> <li>Ensure the delivery of agreed project outcomes is managed and reported is to an appropriate level of quality, on time and within budget, in accordance with the programme plan and required programme governance arrangements.</li> <li>Manage both the dependencies and the interfaces between key strategies and projects to ensure effective co-ordination of the programme's projects, including oversight of emerging risks and issues arising from activity being undertaken.</li> <li>Manage across all local authorities to ensure capacity and progress is being achieved against key assigned tasks and report with urgency to prevent programme failure.</li> <li>Monitor and support reporting to CEO's leaders and Devolution Board and prepare a clear and concise forward Board programme, working in collaboration with Berkshire and Oxfordshire officers.</li> <li>Coordinate the preparation and submission of a devolution proposal, demonstrating strong delivery against the Government's criteria and priorities.</li> <li>Ensure compliance with statutory duties, transparency, and accountability frameworks.</li> </ul>
6.	<p>Health &amp; Safety/Risk Management</p> <ul style="list-style-type: none"> <li>Ensure that all aspects of the Council's Health &amp; Safety Policies and Procedures are adhered to</li> <li>Be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of corporate and service objectives.</li> </ul>





Person Specification	Essential
Education/Qualifications	Educated to PRINCE2 level in project management
	Evidence of continuous professional development
Experience	Significant experience of programme management and project management of complex local government transformation
	Experience in the formulation of strategic policy, analysis and advice to senior managers and Members.
	Demonstrable ability to manage complex and dynamic relationships with high profile stakeholders in a political environment, including politicians and central government.
	Experience of implementing high profile project and programme management systems and reporting tools.
	A successful track record of successful project and programme management leadership.
	Experience of operating at a senior level in large, diverse and complex organisations and systems, including leading, motivating, managing, and developing teams in a matrix environment to achieve desired outcomes.
	Experience of successfully delivering projects at scale with central and local government.
	Experience in coordinating strategic partnerships across sectors in a complex landscape to deliver shared outcomes.
	Experience of operating under local government governance processes.
	Experience of working with community and stakeholders to inform effective project deliverables.
Knowledge	Understanding of current devolution policy, regional and local government structures, and public sector reform.
	Knowledge and understanding of large and complex public service organisations.
	Good understanding of local government operations and how Council services interface with key public service partners e.g. police, health.
	Understanding of governance arrangements within local government.
Skills and Ability	A good communicator and coordinator, able to develop joint approaches, demonstrating collaborative teamworking, with colleagues and other key stakeholders.
	Tenacity and resilience, in driving forward key project and programme management activity to deliver key successes.
	The ability to lead, develop and motivate staff and teams within a matrix environment in order to deliver effective change.
	Excellent judgement and analytical skills with the ability to broker solutions to complex problems.
	Political awareness and political judgement, with an ability to quickly gain the confidence of Members, senior managers, partner organisations etc.
	A creative and pragmatic approach to overcoming obstacles.
	Ability to provide timely & accurate written and verbal advice in order to develop and articulate the programme activity in support of the devolution proposal.





	Ability to work collaboratively with stakeholders, obtaining the trust of a wide range of individuals and organisations, working as part of multi-function teams.
	Commitment to and understanding of equalities issues, with a commitment to corporate policies including the Equal Opportunities Policy.
	Ability to manage conflicting demands to tight timescales.
	Ability to work flexibly, including attending evening meetings if required.

Purpose Details	
Role Purpose	<p>The six Berkshire Local Authorities of Reading Borough Council, Wokingham Borough Council, Bracknell Forest Council, Slough Borough Council, West Berkshire Council, Royal Borough of Windsor and Maidenhead are working with Oxfordshire Councils and county on forming a Mayoral Strategic Authority (MSA). This ambition has made significant progress resulting in an Expression of Interest to the Secretary of State approved by all 13 Council Leaders, in December 2025. The next stage is preparing a proposition to the Minister, with the aim of forming a MSA in 2028.</p> <p>The Programme Manager will lead on the programme management and will form part of the joint devolution team with Oxfordshire County Council.</p> <p>In March 2024, the Berkshire local authorities set up a joint committee (the Berkshire Prosperity Board) to foster collaboration between councils and enable Berkshire wide decision making. The board deliver regional work programmes against six workstreams (Affordable and Social Housing, Net Zero, Employment and Skills, Economic Development and Inward Investment, Strategic Infrastructure and Health and inequalities) that to support the economic growth of Berkshire. Part of the responsibility of this role will involve supporting some of the projects delivered by these workstreams.</p> <p>This is a pivotal Programme Management role requiring the ability to work across multiple councils and disciplines strategically and operationally. A role that requires strong collaborative working and leadership working to a clear and concise timeline. Operating and demonstrating a strong discipline in time management. Having key capabilities in preparing and managing programming Gantt charts and management of their subsequent tasks and critical path, with strong communication and reporting skills both to senior officers and political leaders. The ability to build consensus across varied partnerships which operate across Berkshire and the wider proposed MSA area, in the development of programmes and their workstreams. The programme Manager will also be expected to manage programme risk, operating in ambiguous environments advising on programme shifts and turns, but focused on core objectives of the MSA programme.</p>

Supervision and Relationships	
Supervision Received	<p>Reporting to the Director of Devolution Berkshire and Programme Director for the Berkshire Prosperity Board working in collaboration with Oxfordshire Devolution Director and across all 13 Councils.</p> <p>Employed by Wokingham Borough Council as the accountable body and in this regard reporting to the Director of Place and Growth.</p>
Supervision Given	<p>Support from the Director of Devolution and Programme Director for the Berkshire Prosperity Board. The number and nature of report none at present to the post but likely to change as progression is made towards an MSA.</p>





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Contacts	Paul Patterson, Devolution Director, Wokingham Borough Council Rhian Hayes, Programme Director for the Berkshire Prosperity Board Giorgio Framalico - Director Place and Growth, Wokingham Borough Council.
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Resources/Budget Management
Budget will be minimal at commencement but is likely to grow as the programme develops, subject to funding.

Special Requirements
<b>This is a politically-restricted post, and the post holder cannot be elected as a councillor in any local authority.</b> The role will be hybrid in nature. It will require in person attendance at some meetings and travel across the Thames Valley area (including but not limited to Berkshire, Oxfordshire, Bucks and Swindon)

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	Y
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

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Disabled Adults	N





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Work Environment Details	Wokingham Borough Council / Reading Borough Council and all other Berks Councils when required.
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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:	<DD/MM/YYYY>
Evaluated by:	<Name, job title>

