

## Folkestone & Hythe District Council Job Description

| JOB DETAILS                        |  |
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| <b>Job Title</b>                   | LGR Programme Director                     |
| <b>Service Area / Team</b>         |  |
| <b>Reports to</b>                  | Director – Strategy & Resources            |
| <b>Grade &amp; Annual Salary</b>   | Grade K (plus potential market supplement) |
| <b>Politically Restricted Post</b> | Yes  |
| <b>DBS Requirement</b>             | N/A  |

| JOB PURPOSE   |
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| <ul style="list-style-type: none"> <li>• To lead and manage the successful delivery of a complex transformation programme arising from local government reorganisation against fixed deadlines from central government. This role will be key in preparing FHDC for reorganisation and help ensure the successful integration of staff, services, systems and cultures into the newly formed council in April 2028.</li> <li>• To work closely with and support the Chief Executive, Monitoring Officer and s151 Officer through the transition period to vesting day.</li> <li>• The role will balance leadership of project delivery with professional programme management support, often managing a number of complex areas at the same time.</li> <li>• Whilst this role will initially be focused on activities within FHDC, it is envisaged that it will also play a key role, once unitary areas are decided upon, in the implementation activities working towards the new authority's vesting day in April 2028.</li> </ul> |

| MAIN DUTIES AND RESPONSIBILITIES  |
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| <ul style="list-style-type: none"> <li>• Lead and be accountable for the delivery of the reorganisation programme within FHDC, liaising with counterparts in other councils to ensure co-ordination and co-operation once unitary decisions are made.</li> <li>• Work closely with the Chief Executive and Directors to position FHDC effectively as significant contributors to the success of the new council.</li> </ul> |

- Maintain clear sight over the transition into the new unitary to ensure that FHDC activities contribute to the safe & legal requirements for vesting day.
- Maintain awareness of updated information and communications from key partners (eg MHCLG, DCN, LGiU, LP) and ensure compliance with guidance from central government.
- Provide programme-wide direction, ensuring that implementation activities are coherent, prioritised and aligned with agreed outcomes.
- Ensure optimal utilisation of programme resources to maintain delivery at pace.
- Build strong relationships with elected members, senior management, staff, partners and local organisations to ensure buy-in and collaborative working.
- Develop and maintain a project management framework with project schedules, determining and managing risks, developed in collaboration with workstream leads, recognising where dependencies may cut across several workstreams.
- Ensure effective management of various multi-functional and cross-council teams to ensure the effective delivery of the programme and workstreams.
- Oversee project timelines, budgets and resources, ensuring all aspects of the programme are delivered on time and within budgets, identifying risks and developing mitigation strategies to ensure successful delivery of the programme.
- Ensure timely reporting to the FHDC LGR Programme Board and wider council governance as required in an agreed format (highlight reports, action plans, RAG ratings on progress, risks, decisions etc), ensuring robust adherence to programme governance with tight controls in place, reporting mechanisms and risk management frameworks.
- Act as the single point of contact for workstream leads, receiving and reviewing detailed reports on the workstreams and assisting leads with any identified issues.
- Ensure effective collaboration and performance of contractors and third-party suppliers to the programme to enable the programme team to work as one team.
- Maintain the focus, momentum and engagement of staff actively involved in the delivery of workstreams.
- Track programme milestones, dependencies and KPIs whilst working closely with the Chief Officer – Financial Services to enable benefits realisation reporting.
- Maintain a central record of project related decisions and a central issue log for review by the LGR Programme Board.
- Draft reports for senior management and/or Council / committee meetings as required and provide comments on other prepared reports when required.

- Manage programme budgets and external consultants effectively.
- Resolve project escalations within agreed parameters and escalate those outside parameters appropriately.
- Liaise with Chief Officers and workstream lead officers to assist the preparation for the harmonisation (short and long term) of policies, procedures and systems across the newly formed council.
- Ensure effective communication, engagement and involvement internally for the LGR programme with staff, residents, partners & stakeholders
- Working with the HR & OD team, develop and implement change management strategies to support staff through organisational change.
- Work closely with the ERO/DRO and the Democratic Services team to ensure appropriate arrangements are put in place following the issuing of the Structural Changes Order for the Joint Committees and the Shadow Authority elections in 2027 alongside local elections, including resource planning.
- Maintain oversight of the closure of FHDC through the transferring of functions, people, assets, contracts, data and liabilities to the new unitary council so services continue without interruption to residents.
- Line manage and provide guidance to the LGR Programme Manager.
- Undertake such other duties as may be determined within the general scope of the LGR project

## **CORPORATE RESPONSIBILITIES**

- Adhere to the Council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, Council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the Council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.

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| <ul style="list-style-type: none"><li>• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.</li></ul>                           |
| <ul style="list-style-type: none"><li>• To play and active role in the Council's Corporate Governance Board</li></ul>   |
| <ul style="list-style-type: none"><li>• To communicate openly and honestly with colleagues, members and customers.</li></ul>  |
| <ul style="list-style-type: none"><li>• To undergo any training necessary to be able to fulfil the requirements of the job.</li></ul>   |
| <ul style="list-style-type: none"><li>• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.</li></ul> |

## Folkestone & Hythe District Council Person Specification

### Post Title: LGR Programme Director

#### Important Information for Applicants:

The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. **If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.**

| Factors                  | Criteria  | Means of Assessment                          |                      |      |
|--------------------------|---|--|----------------------|------|
|                          |   | Application                                  | Interview            | Test |
| Qualifications           | <b>Essential</b> <ul style="list-style-type: none"> <li>Relevant project / change / programme management qualification or demonstrable equivalent experience</li> </ul>   | ✓  |                      |      |
|                          | <b>Desirable</b> <ul style="list-style-type: none"> <li></li> </ul>   |  |                      |      |
| Experience and Knowledge | <b>Essential</b> <ul style="list-style-type: none"> <li>Demonstrable experience of leading teams and successfully delivering to deadlines</li> <li>Knowledge of LGR legislation and processes</li> <li>Significant knowledge of local government structures, functions and challenges</li> <li>Demonstrable understanding of the range of services in a local authority</li> <li>Previous experience of delivering transformation programmes, ideally in the public sector</li> <li>Strong understanding of organisational change and redesign, including workforce and digital transformation</li> <li>Demonstrable evidence of working in a matrix style environment</li> <li>Evidence of delivering change</li> <li>Evidence of ensuring good governance</li> <li>Experience of working at senior management level and advising elected members</li> </ul> | ✓<br>✓<br><br>✓<br>✓<br><br>✓<br>✓<br>✓<br>✓ | ✓<br>✓<br><br>✓<br>✓ |      |

|                                    |  |  |  |  |
|------------------------------------|--|--|--|--|
|                                    | <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>● Previous experience of local government reorganisation</li> <li>● Experience of project management tools / frameworks</li> <li>● Experience of managing large scale budgets and financial expertise</li> <li>● Demonstrable understanding of the range of services across county &amp; unitary councils</li> <li>● Experience of stakeholder communication and engagement on a large scale</li> </ul>   | <p>✓<br/>✓<br/>✓<br/>✓<br/>✓</p>   |  |  |
| <p><b>Skills and Abilities</b></p> | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>● Excellent written (including report writing), verbal presentational and communication skills with a wide range of audiences from senior leaders to employees across the council to elected members.</li> <li>● Excellent, highly developed interpersonal skills to build a high degree of credibility and presence to negotiate, influence, inspire confidence and respect with reason and tact enabling the development of networks within and outside of the council</li> <li>● Collaborative, inclusive and resilient in the face of challenge</li> <li>● Excellent analytical skills and an ability to retain information.</li> <li>● High level of political awareness and the ability to operate in a highly visible and politically sensitive environment</li> <li>● Ability to analyse and interpret management information and statistical data to identify trends, judge performance and to devise &amp; implement service improvement strategies over the long term</li> <li>● The ability to work as part of a team and on own initiative.</li> <li>● Excellent organisational skills.</li> <li>● Excellent time management skills, with the ability to deal with conflicting demands on time and in a structured and appropriate way.</li> <li>● Research skills.</li> <li>● Ability to carry out duties outside normal working hours as may be necessary including attending relevant council / cabinet / committee meetings</li> </ul> | <p>✓<br/><br/>✓<br/><br/>✓<br/>✓<br/>✓<br/><br/>✓<br/><br/>✓<br/><br/>✓<br/><br/>✓<br/>✓</p> |  |  |