

## Folkestone & Hythe District Council Job Description

JOB DETAILS	
<b>Job Title</b>	LGR Programme Manager
<b>Service Area / Team</b>	
<b>Reports to</b>	LGR Programme Director
<b>Grade &amp; Annual Salary</b>	Grade G (employees already on a higher grade will have that honoured throughout the secondment)
<b>Politically Restricted Post</b>	
<b>DBS Requirement</b>	N/A

JOB PURPOSE
<ul style="list-style-type: none"> <li>• To support 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 LGR Programme Director and CLT through the transition period to vesting day.</li> </ul>

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Support the delivery of the reorganisation programme within FHDC, liaising with counterparts in other councils where required.</li> <li>• Work closely with the LGR Programme Director providing day to day administrative support in order to help position FHDC effectively as significant contributors to the success of the new council.</li> <li>• Work effectively with the cross-Kent PMO when required linking specifically with the FHDC Project Officer assigned to the programme.</li> <li>• Build strong relationships with senior management and staff to ensure buy-in and collaborative working.</li> </ul>

- In conjunction with the LGR Programme Director develop and maintain an appropriate document control mechanism:
  - Manage and control the flow of documents
  - Ensure all documents are properly numbered, filed and stored in agreed appropriate systems that relevant workstream leads can access
  - Monitor document revisions and ensure only the latest versions are in circulation
- Provide administrative support for the LGR Programme Board and relevant project team meetings as and when required, including arranging meetings, co-ordinating and drafting reports and action, risk & decision logs.
- Prepare programme performance reports, dashboard information and presentations for stakeholders as and when required.
- Ensure the LGR Programme Director can provide timely reporting to the FHDC LGR Programme Board 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.
- Act as the single point of contact for data requests, ensuring requests are logged and information indexed appropriately.
- Assist the LGR Programme Director to track programme milestones, dependencies and KPIs.
- Assist the operational management of the LGR Programme by coordinating meetings and preparing documents whenever required.
- Maintain awareness of updated information and communications from key partners (eg MHCLG, DCN, LGiU, LP) and central government.
- Support the Communications & Engagement Lead to ensure effective communication, engagement and involvement internally for the LGR programme with staff, residents, partners & stakeholders
- To deputise for the LGR Programme Director when required, providing confident and consistent leadership during periods of absence
- 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.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To play an active role in the Council's Corporate Governance Board
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- 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.

## Folkestone & Hythe District Council Person Specification

### Post Title: LGR Programme Manager

#### 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 a team and successfully delivering to deadlines</li> <li>Significant knowledge of local government structures, functions and challenges</li> <li>Demonstrable understanding of the range of services at FHDC</li> <li>Evidence of delivering change</li> <li>Evidence of ensuring good governance</li> </ul>	✓ ✓ ✓ ✓	✓ ✓ ✓	
	<b>Desirable</b> <ul style="list-style-type: none"> <li>Knowledge of LGR processes</li> <li>Previous experience of transformation programmes, ideally in the public sector</li> <li>Experience of project management tools / frameworks</li> <li>Demonstrable understanding of the range of services at county &amp; unitary councils</li> <li>Demonstrable evidence of working in a matrix style environment</li> <li>Experience of working with elected members</li> </ul>	✓ ✓ ✓ ✓ ✓	✓ ✓	

<b>Skills and Abilities</b>	<b>Essential</b>			
	<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.</li> </ul>	✓		
	<ul style="list-style-type: none"> <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> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Excellent analytical skills and an ability to retain information.</li> </ul>	✓		
	<ul style="list-style-type: none"> <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> </ul>	✓		
	<ul style="list-style-type: none"> <li>• The ability to work as part of a team and on own initiative.</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Excellent organisational skills.</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Excellent time management skills, with the ability to deal with conflicting demands on time and in a structured and appropriate way.</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Research skills.</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Ability to carry out duties outside normal working hours as may be necessary including attending relevant council / cabinet / committee meetings</li> </ul>	✓		