

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Chief Executives
Service area	Chief Executives

Post details	
Job title	Programme Manager - Local Government Reorganisation
Post Number	TBC
Vacancy Reference	CE217
Scale	PO16 -19
Contract	2 Year Fixed-Term Contract
Location of work	Council Offices
Directly responsible to	Chief Executive
Directly responsible for	LGR Programme Governance Officer and LGR Programme Graduate Trainee
Hours	37
JE Reference	GLEA

Primary purpose and scope of the job

To lead and coordinate the council's contribution to the Local Government Reorganisation (LGR) programme, ensuring the seamless transition to a new unitary structure by April 2028. The Programme Manager will establish and maintain robust programme governance, oversee cross-council workstreams, manage inter-authority collaboration, and ensure readiness across all functions including digital, HR, finance, assets, procurement, data, and governance.

The postholder will act as a central point of control, ensuring that the council meets statutory and preparatory requirements, mitigates risks, and protects service continuity during transition.

Working Relationships

Chief Executive / Directors / SRO
Council Leaders and Members
LGR PMO leads across partnering councils
HR, Finance, ICT, Legal and all other Heads of Service
Trade Unions
External auditors, regulators
Key suppliers, contractors and partner organisations

Key Tasks and Responsibilities

1. Programme Leadership & Governance

- Lead the programme, with clear governance, decision-making processes and reporting.
- Develop and monitor the LGR Programme Plan, ensuring milestones, risks and interdependencies are effectively managed.
- Provide high-quality programme reporting to senior leaders, members and partners.

2. Workstream Coordination

- Coordinate cross-council workstreams covering digital & data, HR, finance, assets, procurement and legal.
- Ensure timely completion of audits, data cleansing, contract mapping, and regulatory preparations.
- Support alignment of systems, policies and processes across councils.

3. Stakeholder Engagement & Communications

- Deliver a structured engagement plan for employees, elected members, unions, partners and suppliers.
- Produce clear communications, briefings and programme updates to maintain transparency and readiness.

4. Risk, Audit & Assurance

- Maintain a comprehensive LGR risk register and ensure appropriate mitigation.
- Support internal and external audit requirements and ensure evidence, documentation and financial baselines are in place for vesting day.

5. Budget & Resource Management

- Assist in setting and monitoring the LGR implementation budget.
- Coordinate resources across councils to ensure continuity of business-as-usual alongside programme delivery.

6. Change Management & Culture

- Support development of organisational change plans and workforce transition arrangements.
- Promote collaborative working and culture alignment across all affected councils.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Mark Leach
Role	Head of HR
Date Revised	24 th March 2026

Person Specification



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Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

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Directorate	Chief Executives
Service Area	Chief Executives

Criteria

Experience		
Substantial experience leading major organisational change programmes, preferably within local government, including managing policy, performance and engagement functions, governance arrangements and multi-disciplinary workstreams.	A/I	E
Experience working collaboratively across organisations—such as other councils, suppliers, and regulators—and managing sensitive stakeholder relationships, including elected members and senior leaders.	A/I	E
Demonstrable experience in risk management, audit preparation, change management and supporting workforce transitions.	A/I	E
Experience managing programme budgets and ensuring effective use of resources.	A/I	E

Skills and Abilities		
Strong strategic planning and programme coordination abilities, with excellent analytical skills and sound judgement.	A/I	E

Effective communicator able to translate complex information for varied audiences and build strong collaborative relationships.	A/I	E
Skilled at influencing, negotiating and resolving issues in politically sensitive environments.	A/I	E
Highly organised, able to manage competing priorities, and confident using programme management tools, data and reporting systems.	A/I	E

Education, Qualifications and Knowledge		
Degree-level education or equivalent professional experience.	C	E
Project/programme management qualification (e.g. PRINCE2, MSP, APM).	C	D
Broad knowledge of local government structures, governance, finance, workforce planning, procurement and digital/data considerations relevant to large-scale transformation.	A/I	E
Understanding of statutory, audit and regulatory requirements associated with Local Government Reorganisation.	A/I	E

Other requirements		
Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements		
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.		

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