

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Chief Executives
Service Area	Chief Executives

Post details	
Job title	Programme Governance Officer - Local Government Reorganisation
Post Number	TBC
Vacancy Reference	CE218
Scale	5
Contract	2 Year Fixed-Term Contract
Location of work	Council Offices
Directly responsible to	Programme Manager
Directly responsible for	n/a
Hours	37
JE Reference	GLPC/LGR/ML
Primary purpose and scope of the job	
<p>To provide proactive programme governance, oversight and coordination in support of the Council's Local Government Reorganisation (LGR) Programme. The postholder, in support of the Programme Manager, will work across all workstreams to ensure governance standards are met, decisions are documented, risks and issues are monitored, and programme disciplines are consistently applied.</p> <p>The role contributes to shaping programme decisions and improving delivery through active problem-solving, structured analysis, and independent judgement. The postholder will frequently work in situations where the content and outcome are not straightforward or well-established, requiring more detailed assessment, planning and evaluation and recommending appropriate action.</p> <p>The role requires exercising some authority in the provision of services, which is regularly used to make decisions that support programme progress and maintain effective governance.</p>	

Working Relationships

- Chief Executive / Directors / SRO
- Council Leaders and Members
- LGR PMO leads across all councils
- ICT, HR, Legal, Finance, Procurement, Assets and service leads
- Trade Unions
- External auditors and regulators
- Key suppliers and contractors

Key Tasks and Responsibilities

1 Programme Governance & Oversight

- Maintain programme governance frameworks, ensuring all workstreams operate within agreed structures.
- Exercise independent judgement where policy, procedures and working standards provide only general guidelines, advising on appropriate actions.
- Review programme documentation, highlighting risks, inconsistencies or emerging issues requiring escalation to the Programme Manager.

2 Decision-Making Support & Recording

- Interpret procedures and determine appropriate governance actions.
- Identify potential impacts of decisions, including decisions which have significant implications for services or effects on employees, partners or other organisations, and provide informed recommendations.

3 Risk, Issue & Action Management

- Monitor cross-programme risks and issues, challenging owners where progress is insufficient.
- Identify risks through analysis of data, reports and workstream activity, escalating as required.
- Maintain and update programme action logs, ensuring responsible officers' complete tasks on time.

4 Performance, Reporting & Analysis

- Produce high-quality progress reports, dashboards and assurance summaries for senior leaders and Members.
- Analyse data and trends to inform governance decisions and recommend corrective action where needed.
- Support audit activity by ensuring documentation is complete, consistent and evidence-based.

5 Stakeholder & Workstream Engagement

- Work closely with the Programme Manager and workstream leads to ensure governance standards are understood, embedded and adhered to.
- Represent the Programme Manager in governance meetings as required, with delegated authority.

6 Programme Coordination

- Provide constructive challenge to support delivery, improve planning, and strengthen accountability across workstreams.
- Contribute to developing new governance approaches as the programme evolves.

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	31 st 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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Post Number	TBC
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Scale	5
Directorate	Chief Executives
Service	Chief Executives

Criteria

Experience		
Experience supporting or coordinating programme, project or governance activity in a complex environment.	A/I	E
Experience working in situations where the content and outcome are not straightforward and require structured analysis and evaluation.	A/I	E
Experience interpreting procedures and determining actions where policy and working standards provide only general guidelines.	A/I	E
Experience preparing high-quality reports, governance documentation or assurance materials.	A/I	D
Experience influencing or advising colleagues to support improvements in governance or programme delivery.	A/I	D
Experience working in local government or a regulated public-sector context.	A/I	D

Skills and Abilities		
Strong analytical skills, with the ability to assess information, identify implications, and make recommendations.	A/I	E
Ability to judge and advise on decisions which may have significant implications for services, staff or partners.	A/I	E
Excellent organisational skills, with the ability to prioritise and manage competing demands.	A/I	E
Strong written and verbal communication skills, including report writing and presenting complex information clearly.	A/I	E
Ability to build positive relationships across multiple teams and partner councils.	A/I	E
Strong attention to detail and accuracy in recording decisions, risks and programme information.	A/I	E
Ability to work proactively, taking ownership of tasks and identifying solutions independently.	A/I	E

Education, Qualifications and Knowledge		
Educated to Level 3 (A-Level or equivalent) or able to demonstrate equivalent experience.	C	E
Awareness of local government structures and decision-making frameworks.	A/I	E
Understanding of LGR or similar large-scale organisational change programmes.	A/I	D

Other requirements		
Commitment to equality, diversity and inclusion	A/I	E
Flexibility to meet programme demands and adapt to changing priorities.	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.

Prepared / Revised By	Mark Leach
Role	Head of HR
Date	31 st March 2026