CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title: **Adult Services Transformation Programme Manager**

Position Number: **ADU7343**

JE Code: **HAYASC160**

Service: **Social Services and Wellbeing**

Location/Work Base: **Llandrindod Wells**

this is a flexible worker position and therefore the Council offers opportunity to work in an agile way to include home working

Grade: **Grade 14**
Point 41 to Point 43
£54,143 to £56,293 per annum
£28.06 to £29.17 per hour

Contracted hours: **37 hours, Fixed term until 31/03/2027**

Reporting to: **Senior Managers, Adult Services**

Responsible for: **tbc**

Summary

About the role:

This is an exciting opportunity to be a part of Powys' journey in Adult Social Care. Using your skills in transformation and programme management, you will be part of a dynamic, changing and progressive environment looking at how we keep on providing excellent quality care and support for the residents of Powys, now and into the future.

About you:

- Flexible, adaptable, resilient, detail oriented, and passionate about Adult Social Care
- Forward thinking and matching our Corporate Values
- A keen eye for opportunities and risks
- Adept at partnership working, and able to balance needs in a number of different areas
- Autonomous, self-motivated and professional
- Skilled at implementing new approaches including digital

What you will do:

- Work as part of a total team of three transformation managers delivering on the Adult Social Care Transformation Programme
- Liaise with a range of stakeholders at all levels
- Deliver on the aims of the Transformation Programme as laid out in the plan

If you have any questions about the role, please contact:

recruitment@powys.gov.uk

Your responsibilities will be:

1. To lead, be responsible for, and provide expert skills in the planning and design of strategic programmes including risk and benefit definition, and the underlying portfolio of projects.

2. Proactively monitor and report the programme's overall progress, resolving issues and initiating corrective action as appropriate.

3. Lead on project governance, establishing and implementing the mechanisms by which benefits can be realised and measured and ensure clear stakeholder engagement and co-production where appropriate.

4. Ensure the integrity of the programme; focussing on the internal consistency of the programme and outwardly on its coherence with corporate / inter-agency planning, interfaces with other programmes/projects and required technical and specialist standards.

5. Managing the programme's budget, monitoring the expenditure and costs against benefits that are realised as the programme progresses. Securing and aligning resources to ensure that Projects are funded appropriately to meet the needs of our service users.

6. Facilitating the appointment of individuals to the project delivery teams as appropriate, ensuring the maximum efficiency of resources and skills within the project portfolio.

7. Managing communications and active engagement with stakeholders to deliver the programme.

8. Reporting progress of the projects at Board and regular management teams, initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise.

9. Leading on communications and engagement, internally and externally, to ensure awareness of the programme, projects, ongoing work and successes of the Adult Services Transformation.

DBS:

This post is subject to a standard DBS check.

Health and Safety Statement:

To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained

Equalities Statement:

To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE: Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSON SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Demonstrable experience of successfully managing and delivering complex programmes or projects of change.
- Financial management and monitoring experience, including budget planning and tracking.
- Proven experience in programme/project management.
- Experience of supporting service redesign in operational services.
- Experience of developing effective networks and strong relationships with stakeholders.
- Proven experience of monitoring and evaluating services and performance in line with appropriate policies and frameworks.

Desirable

- Multi-Agency collaborative / partnership working including highly complex, multi-stranded business cases.
- Experience working with Social Care.
- Experienced people manager, including familiarity with recruitment and employment processes

Knowledge

Essential

- Excellent knowledge and application of programme and project management approaches e.g. MSP, Agile etc
- Demonstrable knowledge of change and transformation management, including risk management, escalation processes, communication strategies and reporting
- Understanding of the importance of co-production and the need to involve service users, carers and citizens in decision making.
- Strong understanding of public sector organisations notably National and Local Government ways of working in relation to strategy, policy and operational services.

Desirable

- Knowledge of innovation and transformation work in social care around technology and digital developments

Qualifications and Training

Essential

- Degree or equivalent professional related qualification or experience.
- Evidence of continuous personal and professional development in leadership and management.
- Recognised Programme or Project Management Qualification (e.g. MSP, Agile) or demonstrable equivalent experience.

Desirable

- Level 5 Management or Leadership qualification

Personal Qualities

Essential

- Demonstrates leadership qualities that encourages commitment from others.
- Proactive, takes initiative, adaptable and resilient having a flexible approach to working within a rapidly changing environment.
- Demonstrates commitment to Powys' Values.
- Demonstrate a willingness to introduce new ideas, to be creative and use imagination, vision and creativity.

Skills

Essential

- Ability to set priorities and manage the progress of your own and others' work and competing demands including time pressures and deadlines
- Ability to anticipate issues, make the best decisions for Powys, with competing priorities, resources and in the context of a range of approaches.
- excellent analytical skills and a creative approach to problem solving.
- Excellent leadership skills that encourage commitment from others and promote a positive, motivated service culture.
- High level of credibility with peers and key players in stakeholder organisations.
- Strong presentation, communication and conflict resolution skills
- Advanced user of all O365 apps including Word, Excel, Powerpoint, Teams and Planner

Other Requirements

Essential

- Able to travel around Powys and attend in-person meetings at local, regional or national level.
- Ability to work flexibly including evenings and weekends as necessary.

Recruiting manager: Sharon Frewin **Date: May 2026**

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 11/12/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 15/12/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 18/12/2026

We wish you luck with your application.