

West Northants Job Description

Job Title: Transformation Delivery Manager

POSCODE: NN1 1ED

Grade: SM1

Overall purpose of the job

The Transformation Delivery Manager will be responsible for defining, developing and successfully delivering key transformation programmes and projects within a specified area which are complex and/or have a high level of risk attached.

The role is responsible for leading and managing the Transformation Delivery team, across a specified area, which consists of highly skilled Project Managers and Business Analysts who deliver key transformation projects, including the on-boarding of new partners and the implementation of business change through the exploitation or implementation of new technologies and business systems and processes.

To lead the successful delivery of allocated programme and project outcomes, benefits and financial targets, including the implementation of allocated largescale partnership projects once the planning and design phase are complete. They will achieve efficient delivery of Transformation Programmes & Projects through proactively developing key relationships with key internal stakeholders to ensure robust delivery of benefits and key outcomes.

Main accountabilities

Main accountabilities	
1.	Responsible for the delivery and implementation of the Council's Transformation programme to ensure the achievement of cost and efficiency savings and service/performance improvements to clients and partners.
2.	To lead, manage and develop the Transformation Delivery team staff in the team, ensuring high levels of utilisation. To promote, deploy and prioritise the use of staff to ensure that projects are delivered on time, on budget
3.	To Challenge, influence, empower and work in partnership with senior leaders, new partners, senior managers and staff across West Northants Council delivering the transformation strategic priorities and corporate plan priorities through successful delivery of projects and programmes
4.	To lead reviewing and setting the delivery plans, performance targets and objectives for the programmes and projects within the area of responsibility
5.	Ensure that transformation projects and programmes delivered by the team follow robust project management methodology and are delivered successfully through good project management discipline, strong governance and the proactive management of

	risks and issues
6.	Ensure that programmes and projects are well communicated through the management information and subsequent governance and its partners and stakeholders to encourage engagement and the adoption of transformational change
7.	Manage the team budget to ensure value for money through the effective use of resources as well as forecasting and controlling the expenditure incurred by the members of the team. Influence budget spends on transformation projects
8.	Establish and maintain a network of individual and collective stakeholder relationships with the West Northamptonshire senior leadership, Key Service Leads (IT/Finance/HR/Property/Legal) in order to deliver transformation projects, determine project priorities and manage resource requirements
10.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Essential/ Desirable
Educated to degree-level or equivalent in a relevant subject, or equivalent by experience	E
PMO3, MSP, PRINCE2 or equivalent programme/project management qualification or equivalent by significant experience	E
	E

Minimum levels of knowledge, skills and experience required for this job

Identify	Essential/ Desirable
Knowledge	
Understanding of transformation and change strategies and how to implement them	
Skills	
Strong interpersonal skills and excellent communication	E
Experience of presenting and a high level of skill in using other communication tools in a project environment to a wide range of stakeholders of different levels, including expressing complex technical, system concepts and ideas clearly and concisely to a non-specialist audience	E
Experience	
Evidence of success in managing key stakeholder relationships to enable delivery of large scale programmes and projects relating to shared services and/or	E

business process re-engineering in either a public or private sector setting	
Evidence of delivering transformational change in a complex organisation	E
Demonstrable experience of negotiating and influencing partnership & collaborative projects	E
Proven experience in delivering successful outcomes across partnership & collaborative projects	E
Demonstrable achievement in successfully influencing and producing successful outcomes from managing projects to time and budget in a multi-disciplinary and partnership environment.	E
Demonstrable experience of having worked in a political environment, skills in understanding and responding to different perspectives and taking a cross-organisational perspective with the ability to develop and sustain cooperative working relationships at all levels of the organisation and with external partners	E
Experience of working in a dynamic and complex environment, handling multiple projects, developments and other business as usual tasks including risk and issue management simultaneously	E
Equal opportunities Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	

Disclosure level

What disclosure level is required for this post?	None <input checked="" type="checkbox"/>	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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