

JOB DESCRIPTION

Job Title:	LGR Programme Manager
Grade:	15
Post Number:	27413
Base/Location:	County Hall, Glenfield but various locations across LLR, Flexible working
Responsible To:	LGR Programme Director
Responsible For:	Direct and indirect staff, as required, to support the planning and implementation of workstreams and deliverables within the programme.
Key Relationships/ Liaison with:	Chief Executives and senior leadership teams in local authorities across LLR; Departmental DMTs and other service managers. Corporate Resources support services, Democratic services, Organisational Portfolio Office.

Job Purpose

To support the LGR Programme Director, Senior Responsible Owner and Programme Board in devising, planning, implementing, and managing the programme of Local Government Reorganisation ensuring:

- a) The programme is properly established and managed, adopting appropriate programme management methodology and governance arrangements.
- b) Separate projects/workstreams are properly designed, planned, resourced and delivered to ensure the programme benefits are maximised.
- c) There is full engagement of all partners and stakeholders across the programme.
- d) Programme risks are properly managed and escalated, where appropriate, through programme issue reporting.
- e) Prepare full financial and progress reports through the governance structure and to other relevant audiences as appropriate through effective programme communication.

Main Duties and Responsibilities

1.	Ensure that the required outputs for each project within the programme are delivered to the right specification and right timescale.
2.	Ensure appropriate engagement with the senior management teams and relevant thematic leads to support delivery of the programme and management of resource allocation; key dependencies; etc.

3.	Ensure appropriate engagement with Strategic Finance to ensure robust financial modelling in place to inform decisions and monitoring of delivery of anticipated savings.
4.	Ensure that engagement of, and communications with, all stakeholders in the programme are proactively and effectively managed including senior managers and members.
5.	Ensure the programme board and other decision makers are appraised of the status and progress of the programme through the preparation and presentation of reports, other appropriate analyses or informal feedback.
6.	Oversee the effective management of programme risks & issues and undertake the management of the same.
7.	Ensure interdependencies, changes to resources, budgets, timescales and project outcomes are clearly identified and escalated as appropriate so that decision making is fully informed and effective.
8.	Ensure effective development, implementation and operation of performance monitoring and management arrangements for all work streams associated with the project
9.	Manage any allocated Programme Budget.
10.	Undertake line management of staff allocated to the programme
11.	To be responsible for carrying out all the duties of the job in accordance with the County Council's Equal Opportunities Policy.
12.	Undertake such other duties as are within the scope of the job purpose, the title of the job and its grading.

Special Factors

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the post-holder carrying out work outside of normal working hours.
- (b) The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: 09/07/2026

PERSON SPECIFICATION

Job Title:	LGR Programme Manager
Grade:	15
Post Number:	27413

	Essential	Desirable	How assessed
<u>Qualifications</u>			
Qualification in programme management, project management, change management or specialist areas relevant to the programme being delivered	✓		App/Doc
Educated to degree level or equivalent management experience or appropriate professional qualification.	✓		App/Doc
<u>Experience</u>			
Successful management of significant and demanding programmes or projects including experience of coordinating varied workstreams, or equivalent	✓		App/Int/Pres /Ref
Working successfully in an environment requiring extensive liaison and engagement of others.	✓		App/Int/Pres
Successfully influencing partners to deliver within the framework of an overall programme.	✓		Int/Pres
Development and implementation of efficiency strategies, programmes or projects	✓		App/Int
Working with local authority senior managers, members or in a political environment	✓		App/int
Financially literate	✓		App/int

<u>Knowledge of</u> Formal project/programme management techniques Business analysis techniques. The preparation of business cases identifying the costs, benefits, and resource requirements associated with a project. Theoretical, practical and procedural knowledge of health and social care legislation, policy and best practice	✓ ✓ ✓	✓	App/Int/Pre App/Int App/Int App/Int/Pre
<u>Skills and Competencies</u> <u>Managing People</u> • Able to lead and motivate teams and staff, setting clear priorities and objectives and negotiating and implementing effective outcomes. <u>Innovating and Improving</u> • Anticipate national and local developments and change to develop medium- and long-term strategies • Recognise the importance of a professional approach to service delivery <u>Deliver Results</u> • Able to represent the department and its functions, policies and procedures. • Establishes and enforces high standards and expectations for service delivery. • Able to provide strategic advice to senior managers, Members and partners on a wide range of issues. <u>Communicating Effectively</u> • Communication and persuasion skills, including good command of English; negotiation, partnership working and report writing skills.	✓ ✓ ✓ ✓ ✓ ✓		App/Int App/Int Int App/Int Int App/Int App/Int
<u>Other Requirements</u> An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations. Must be able to perform all duties and tasks with reasonable adjustment, where	✓ ✓		Int Med

appropriate, in accordance with the provisions of the Equality Act 2010				
Date Prepared/Revised:		July 2026		
App = Application Int = Interview Pre = Presentation Med = Medical Questionnaire Dc = Documentary Evidence (E.g., Certificates)				