

WOKING BOROUGH COUNCIL JOB PROFILE



Job Description

Job Title: Programme Coordinator

Pay Grade: W3-W4

Directorate: Corporate Resources

Team: Transformation and Digital Services

Reporting to: Senior Programme Manager

Budgetary Responsibilities: N/A

Job Purpose:

This is an exciting opportunity to be part of a design led transformation team, delivering whole organisation change at pace. You will support delivering change programmes in a public sector context. Ideally, you'll be familiar with agile delivery methods and have an understanding of different project management approaches. You will also enjoy delivering change in a fast-paced environment. You're empathetic, collaborative, and thrive on getting stuff done.

What you'll be working on

This is an opportunity like no other. Woking needs to make efficiencies whilst also, becoming a high functioning, innovative organisation. You'll be responsible for supporting change projects across a range of areas: from housing, to planning, to back office (HR, Digital Services, Finance etc), working with managers to drive out savings, improving ways of working and supporting the redesign of services.

Working in the Programme Management Office, you will work closely with the Programme Manager to provide assurance and reporting support. You will also work closely with project managers, service managers, directors, designers, and front-line staff to help deliver change to services across Woking. You will use your existing delivery experience to deliver a truly different organisation.

Main Tasks:

1. Manage the reporting and assurance processes with the Programme Manager, ensuring project managers provide updates on a timely basis.
2. Actively manage the programme budget and ensure forecasts are accurate.
3. Support business change projects from start to finish across a range of service areas.
4. Be able to articulate how the projects you are managing contribute to user needs, budget savings and the Woking for All Strategy

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5. Deliver with both waterfall and agile methods (you don't need to be an expert in either).
6. Carry out research and analysis as directed by the Project Manager
7. Design project governance and reporting, including budget reporting.
8. Ensure that risks, assumptions, issues, decisions, and dependencies are tracked and managed.
9. Facilitate the production of a project communication plan.
10. Run or take part in post-implementation reviews, learning what went well and what could be improved.

People Management: N/A

Service Management: N/A

Financial Responsibility: N/A

Other Responsibilities:

- To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

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PERSON SPECIFICATION
Job Title: Programme Coordinator

Key:

E = Essential, D = Desirable,

A = Application Form, I = Interview, P = Presentation, T = Test

Criteria	Standard	E/D	Measure
Education & training	<ul style="list-style-type: none"> Relevant degree or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. 	E	A
	<ul style="list-style-type: none"> Accreditation or practical knowledge of project management methods 	D	A
Experience	<ul style="list-style-type: none"> Experience of working in a similar role in an organisation of comparable scope and complexity pursuing a transformational agenda 	E	A/I
	<ul style="list-style-type: none"> Understanding of a variety of project management approaches and evidence having worked on technical and business change projects, including the effective management of risk and benefit realisation. 	E	I
Special Skills	<ul style="list-style-type: none"> Skilled at stakeholder management and can work with diverse resources and suppliers as a virtual team to enable successful project delivery. 	E	I
	<ul style="list-style-type: none"> Excellent attention to detail, you can produce high quality documentation and experienced at adapting your approach and style to the needs of the target audience. 	E	I
	<ul style="list-style-type: none"> Able to translate technical concepts into non-technical language and understanding what communication is required for internal and external stakeholders. 	E	I
	<ul style="list-style-type: none"> Champion change and support those around you to embrace new ways of working. 	D	I
	<ul style="list-style-type: none"> Practical approach to solving challenges and can facilitate and 	D	I

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	steer discussions to a positive conclusion. <ul style="list-style-type: none"> • Good facilitation and presentation skills and can develop and support workshops and training sessions. 	E	I
Special Requirements	<ul style="list-style-type: none"> • Occasional need to work outside of normal hours. 	E	N/A

Candidate Screening

Does Rehabilitation of Offenders Act 1974 apply?	Yes
Disclosure and Barring Service check required?	No
If yes, what level?	Choose an item.
Is this a Politically Restricted Post?	No
Does this role have emergency responsibilities?	No Choose an item.

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LINKED GRADE DESCRIPTORS					Behaviours from Role Map						
Job Title	Team + grade	Duties/ responsibilities with reference to behaviours	Probable Qualifications	Indicative Experience	Soft	LoUrP	DforourC	MCH	Tand PW	CO	PM
Programme Coordinator	W3	<p>Responsible for supporting change projects across a range of areas: from housing, to planning, to back office (HR, Digital Services, Finance etc), working with managers to drive out savings, improving ways of working, supporting the redesign of services.</p> <p>Working in the Programme Management Office, you will work closely with the programme manager to provide assurance and reporting support. You will also work closely with project managers, service managers, directors, designers, and front-line staff to help deliver change to services across Woking. You will use your existing delivery experience to deliver a truly different organisation.</p> <p>Main Tasks</p> <ul style="list-style-type: none"> • Manage the reporting and assurance processes with the Programme Manager, ensuring project managers provide updates on a timely basis. • Support business change projects from start to finish across a range of service areas. • Be able to articulate how the projects you are managing contribute to user needs, budget savings and the Woking for All Strategy. • Deliver with both waterfall and agile methods (you don't need to be an expert in either.) • Carry out research and analysis as directed by the Project Manager 	<p>Significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. Desirable</p> <p>Accreditation or practical knowledge of project management methods Desirable</p>	<p>Understanding of a variety of project management approaches and evidence having worked on technical and business change projects, including the effective management of risk and benefit realisation.</p> <p>Knowledge of stakeholder management and can work with diverse resources and suppliers as a virtual team to enable successful project delivery.</p> <p>Attention to detail, you can produce high quality documentation and experienced at adapting your approach and style to the needs of the target audience.</p> <p>Able to translate technical concepts into non-technical language and understanding what communication is required for internal and external stakeholders.</p> <p>Support those around you to embrace new ways of working.</p>	1	1	1	2	1	2	1

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		<ul style="list-style-type: none"> Design project governance and reporting, including budget reporting. Ensure that risks, assumptions, issues, decisions, and dependencies are tracked and managed. Facilitate the production of a project communication plan. Run or take part in post-implementation reviews, learning what went well and what could be improved. Be good at getting stuff done. 		<p>Good facilitation and presentation skills and can develop and support workshops and training sessions.</p> <p>Commitment to providing a quality, effective and efficient service.</p> <p>Can work to deadlines.</p> <p>Self-starter.</p> <p>Team player.</p> <p>Able to get on with all levels of internal and external stakeholders.</p> <p>Patient and understanding of others' requirements.</p> <p>Can do attitude with a willingness to negotiate to achieve better outcomes.</p>							
Programme Coordinator	W4	<p>Responsible for supporting change projects across a range of areas: from housing, to planning, to back office (HR, Digital Services, Finance etc), working with managers to drive out savings, improving ways of working, supporting the redesign of services.</p> <p>Working in the Programme Management Office, you will work closely with the programme manager to provide assurance and reporting support. You will also work closely with project managers, service managers, directors, designers, and front-line staff to help deliver change to services across Woking. You will use your existing delivery experience to deliver a truly different organisation.</p>	<p>Relevant degree or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. Essential</p> <p>Accreditation or practical knowledge of project management methods Essential</p>	<p>Experience of working in a similar role in an organisation of comparable scope and complexity pursuing a transformational agenda</p> <p>Understanding of a variety of project management approaches and evidence having worked on technical and business change projects, including the effective management of risk and benefit realisation.</p>	2	2	2	2	1	2	2

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				<div>Can work to deadlines.</div> <div>Self-starter.</div> <div>Team player.</div> <div>Confident, able to get on with all levels of internal and external stakeholders.</div> <div>Patient and understanding of others' requirements.</div> <div>Can do attitude with a willingness to negotiate to achieve better outcomes.</div>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
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