

Programme Manager Children's Services

Job Outline

Main Purpose of Job

To manage the planning and implementation process of the Children's Services Tri-Borough Programme for a new combined service in order to deliver a projected savings of £ 11.8m by 2014/15.

Key Accountabilities

- Planning, designing and developing the structure of the programme and proactively monitoring its overall progress, resolving issues and initiating corrective action as appropriate.
- Defining key elements of the programme: benefits realisation strategy, vision, and blue print and manage and resolve any risks and other issues that may arise.
- Manage the programme on a day to day basis including effective coordination of the projects and their interdependencies, managing relationships with project managers and ensuring the appropriate reporting structures are in place. Act as a critical friend to challenge and improve project delivery.
- Implement early warning and escalation procedures where projects or workstreams are not progressing effectively and put programme objectives at risk.
- Working across the three councils to enable faster, more efficient implementation of key projects, unblocking barriers to progress, improving the management of risk and enhancing the tri-borough Children's programme's capacity for change management
- Responsible for implementing and maintaining effective governance arrangements for the programme and its projects.
- Reporting on the progress of the programme at regular intervals to the SRO, Programme Board, other Tri-borough boards and Cabinet Members as required

Staff Directly Managed: 1

Budgetary Responsibility: £TBC