

# Job Profile

Position Details	
Post	Transformation Strategy Manager
Service Area	Adults Social Care & Health
Reports to	Head of Programmes & Transformation/Head of Strategy – People
Grade	P08
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> <li>• To manage a complex portfolio of Transformation projects that deliver required outcomes i.e. savings, business change that align to the Borough Plan and Medium-Term Financial Strategy (MTFS), primarily in an Adults Social Care environment</li> <li>• To be responsible for the effective management, and governance of all aspects of the Adults transformation portfolio (with broader links across 'People' activities which form part of the Borough plan)</li> <li>• To coordinate the capital and revenue investments for key Transformation Programme / projects and ensuring these are managed effectively and within agreed budgets</li> <li>• To line manage staff in the Transformation Team to ensure effectively delivery of the programme</li> </ul>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. To ensure that projects that have been prioritised as aligning to the Borough Plan and MTFS, are driven and managed to deliver effective project/programme outcomes</li> <li>2. To ensure robust programme and project management systems are in place, and that appropriate performance management protocols operate.</li> <li>3. To ensure that Transformation Programme governance links effectively with the relevant Delivery Boards and the Council's structures, and has the correct levels of decision making in the context of the programme to ensure probity and transparency in the use of public funds, and to ensure effective and robust decision making</li> <li>4. To ensure that there are sufficient financial, human and other resources in place to deliver the Transformation Programme and find solutions where there are resource gaps identified</li> <li>5. To manage Programme budgets, including regular budget management reporting and ensure effective controls are operated.</li> <li>6. To develop and maintain good working relationships with stakeholders involved with Transformation Programmes</li> <li>7. To be accountable for the performance of staff directly reporting to the role, including direction, management and assessing performance (as part of the My Conversation process)</li> </ol>

Generic Responsibilities	
1.	Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2.	Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3.	Knowledge and experience of using IT and relevant applications
4.	To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills & Experience	Essential/Desirable
<ul style="list-style-type: none"> <li>Educated to degree level or equivalent</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Experience of managing, monitoring and reporting on complex programmes, particularly in an adults social care setting</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of taking sole or lead responsibility for complex programme and/or governance arrangements in a large organisation in the public, private or voluntary sector</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Excellent communication skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of developing and sustaining successful partnership working across the public and private sectors and wide range of stakeholders within the context social care programmes</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Excellent political awareness and the ability to advise elected members on a wide range of programme issues</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Excellent understanding and experience of effective financial management</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Experience of managing and motivating staff</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Negotiating and influencing at a senior level to ensure stakeholder buy in and inform senior and political decision making within the wider programme context</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills, including presentation skills and an ability to engage effectively with a range of stakeholders, both within and outside the council.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Highly developed programme and project management skills (including in the planning, management, governance and evaluation of programmes; data management and analysis; and the interrogation and challenge of performance reporting)</li> </ul>	Essential
<ul style="list-style-type: none"> <li>A good understanding of Adults Social Care issues in a public sector environment.</li> </ul>	Desirable

Main Contacts & Other Information
<p>Main Contacts:</p> <ol style="list-style-type: none"> <li>Head of Strategy - People</li> <li>Director of Adults and Health</li> <li>AD – Commissioning</li> <li>Assistant Director - Adult Social Services</li> <li>Head of Programmes &amp; Transformation</li> </ol>

### **Additional Information**

Please complete the additional information as fully as you can.

<b>Supervision / Management of People</b>				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	X			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

<b>Work Environment</b>					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80%	Use of a computer.	Yes	60%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	Yes	30%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	Rarely	5%
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	75%
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

<b>Resources – identify &amp; list personal and identifiable accountability for physical and financial resources including those of clients:</b>
IT equipment; resources allocated to specific work package
<b>Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:</b>
No
<b>Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:</b>
No
<b>Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:</b>
No
<b>Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:</b>
Yes – SAP. Staff records and Budget holder accountabilities
<b>Will the role require a DBS check?</b>
No
<b>Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes, please indicate the type of building(s) concerned and the nature of the accountability:</b>
No