**SEND & AP Programme Manager**

**Fixed Term**

**SCALE PO14**

**Job Description**

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| **Job Purpose** |
| The Programme Manager will develop, manage and successfully deliver the programme management of the SEND and AP Change Programme for the West Midlands area with Telford & Wrekin, Shropshire, Herefordshire and Worcestershire. This is a complex, high value-projects taking direct responsibility for the successful delivery of all of the national reforms within a specified level of time, budget and quality.  The Programme Manager will negotiate and manage resources effectively and deploy and coordinate resources in a well-planned and controlled manner, ensuring that project requirements and resource levels are fully identified, including staffing, financial and ICT requirements. This will include oversight of the communication, finance and data across the 4 areas.  The Programme Manager will ensure that change is managed effectively by working with relevant project teams, persons within the business and other key stakeholders across the West Midlands partnership.  The Programme Manager will establish regional Change Programme Partnerships (CPPs) building the necessary evidence base to inform future decisions on embedding those changes across the system via legislation and/or funding. It is not a series of pilots or interventions, but a way of testing whole system change in an area.  The change programme will test reforms that fall broadly into the following four policy areas:   * 1. National Standards;   2. Partnership, Plans and Dashboards;   3. AP Service; and   4. Commissioning Reform   The testing of the reforms will be fed back to the DfE project team for consideration to develop changes as part of national change. |
| **Major Tasks** |
| To test and refine the package of reforms in their local area as set out in CPP Policy Guidance.  Provide strong leadership to project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and hat project objectives are clearly articulated and understood. For example, the DfE will describe the guidance of changing policy and guidance across the 4 Local Authority area’s, the programme manager will develop, lead and review the guidance created and feedback to the Change board.  Motivate and develop team members through strong leadership and example, identifying and agreeing training and development needs as required.  Proactively utilise business management tools and solutions to effectively manage resources and individual project budgets and expenditure forecasts ensuring delivery of the project to an agreed budget and providing updates on a regular basis.  Provide senior management as part of the West Midlands Change Board with options to complex project issues in order to drive timely decision-making.  Manage the successful delivery of projects on time, to budget and of the right quality and taking responsibility for regularly reports to the CPP board.  Develop and maintain effective relationships with the Senior Responsible Officer and other key stakeholders, ensuring clear and effective channels of communication.  Successfully manage project risk through effective analysis, mitigation and contingency planning.  Monitor individual interdependencies and risks between the various projects, highlighting potential conflicts to the appropriate audience as required.  Maintain control of the Project scope through an effective change control process, consulting with key stakeholders as necessary.  Effectively manage and control individual or multiple project budgets and expenditure forecasts, taking accountability for resources allocated and provide regular updates. For example across the 10 reforms, there may be 4 of the reforms being tested at any one time across different authorises.  Accountable for the management of all project documentation including management of effective record keeping and version control of project documentation.  Personal commitment to continuous self-development and service improvement.  Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.  To drive change and share practice, including:  Facilitating CPP participation in a feedback loop with DfE. This means providing continuous insights on learning from testing. This will include attendance at regular meeting with DfE policy colleagues.  Facilitating the provision of experts from across the CPP for DfE’s policy expert groups to support co-production as required.  Using expertise and strong practice to support other LAs in the CPP and in the Taskforce Phase, other LAs in the Region.  Identifying areas in need of support within the region: and  Developing a menu of support, this could include leadership support for example, but at a minimum will include support to develop a Strategic Partnership and Local Area Inclusion Plan.  Adhering to the guidance set out on eligible expenditure and financial irregularities.  Updating on progress on delivery, spend and evaluation set out in the MOU and Strategic Guidance.  Monitor and maintain progress against the Strategic Delivery Plan.  Identify, resolve, and escalate barriers or challenges to delivery.  To provide data to monitor and evaluate progress against the aims and outcomes of the programme as set out in the strategy guidance document. DfE will develop data sharing agreements where required. |
| **Contacts & Relationships** |
| To work with local area partnership in the CPP to deliver the requirements of the programme.  Engage and hold to account stakeholders such as schools, post 16 institutions, early years, and other representative bodies with an interest in the SEND and AP system.  Work with the external Delivery Partner REACh in the same capacity as DfE officials. This could include support around project implementation and change management; project monitoring; SEND and AP system transformation and capturing and sharing learning across the sector.  To work with the evaluation partner – to support the aims of the programme evaluation and to participate in evaluation activities including, but not limited to, interviews, focus groups, surveys, and quantitative data collection.  Lead contact for the authority in relation to the Change Programme Partnerships (CPPs) and relevant local area partnership |
| **Creativity** |
| * Using imagination and creative skills to develop strong partnership working arrangements across the West Midlands for example setting up communication processes to ensure the voice of each LA is heard. * Using imagination and creative skills to identify and put in place new processes and systems across the West Midlands and report the changes to the Change Board arrangements. * Within the resource of 5.4 million to identify the most efficient and effective deployment of resources and actions to ensure commissioning arrangements secure best value across the area. * In conjunction with the relevant boards, be responsible for drafting and introducing new practice as pilot schemes to run for two years on behalf of the Dfe national pilots to dictate practice for 4 local authorities. |
| **Decisions** |
| The Programme Manager will make decisions independently and with minimal input from the SDM including those with a significant impact and or have a high cost value will be decided by the CPP board.  Will be responsible for drafting, initiating and recommending formal proposals/policy for new practice based on national DfE initiatives for agreement/amendment by the relevant partnership board. |
| **Management & Supervision** |
| The post holder will be responsible for directly supervising the SEND Project Lead and Business Support officer. The Programme Manager will have supervision from the Service Delivery Manager for SEND 0-25, however will be accountable to the West Midlands Change Programme Board led by the Regional Director of Children Services. |
| **Supervision Received** |
| The post holder from an organisational point of view will report to the SDM for SEND & Personalisation  The post holder carries out high level tasks working independently, with minimal input from the SDM and reports directly to the Strategic Lead for the West Midlands CPP, however will also be required to report to the DfE. |
| **Complexity** |
| This role brings many very highly complex functions associated in ensuring the four Local Authorities across the West Midlands are collaborative in delivering the testing for the national reforms required by the DfE.  The role holder will develop, manage and successfully deliver complex, high value-projects taking direct responsibility for the successful delivery of all elements, to specified levels of time, budget and quality. These projects will concern practice for 4 local authorities in the West Midlands area in running pilot schemes for proposals to new education practice coning from Central Government, requiring the postholder, in conjunction with the board to translate this into practice at the local level. As well as being responsible for feeding back outcomes to the DfE  It involves supporting system leadership and developing successful networks and stakeholder groups. |
| **Resources** |
| Disbursing funding to Partner LAs as agreed in the Strategic Delivery Plan.  Effectively manage and control individual or multiple project budgets and expenditure forecasts, taking accountability for resources allocated and provide regular updates.  Adhering to the guidance on eligible expenditure and financial irregularities, the Lead LA should inform DfE Delivery Team as soon as is reasonably practicable if an underspend is forecast. |
| **Impact** |
| To work with the partnership to provide project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood. To deliver the following outcomes:  Test and refine the package of reforms in their local area as laid out in the policy guidance set by DfE.  To support activities across the West Midlands Change Programme Partnership (CPP) including:  Participation at a local CPP Board, comprising of key stakeholders.  Contribute to the production of the CPP Strategic Delivery Plan with other partners, which will set out the ways of working within the CPP and how the funding will be used.  Contribute to the production of a Communication Plan in partnership with other LAs in the CPP, the Delivery Partner, and DfE.  And act in accordance with the direction set at all times by the West Midlands SEND & AP Change Programme Board. |
| **Physical Demands** |
| The level of physical demands would be that expected of a typical desk based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events. There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job. |
| **Working Environment** |
| In the main this post works in the environment equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside; for example travelling for meetings and site visits. |
| **Emotional Context** |
| The emotional strain or distress this role is expected to face could be quite significant at times in that some professionals across the partnership may want to have different priorities and become challenging. |
| **Other** |
| The post holder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The post holder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The post holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | * Degree level or equivalent in Project Management * Evidence of commitment to continued professional, managerial and personal development * Postgraduate qualifications, such as a Master’s degree or Qualified teacher Status * Management training |
| **Experience** | * Substantial and significant experience of working on high level projects across different teams. * Experience of managing and developing teams across the partnership with external agencies, including dealing with difficult people management issues * Experience of managing budgets and ensuring effective use of resources * Experience of delivering cost effective services and minimising waste |
| **Knowledge** | * Knowledge of current government policy relating to all areas covered by the main job task. * Knowledge of relevant local priorities as set out within Local Inclusion plans * Working knowledge of all areas covered by main tasks attained through qualification or CPD. * Knowledge of legislation including statutory requirements for areas identified by main tasks * Knowledge of inspection regime relating to main tasks |
| **Skills** | * Ability to communicate effectively at all levels including senior management, employees, external partners, parents and carers * Ability to negotiate and persuade with external partners and other organisations concerning complex and large scale issues * Ability to effectively convert data into information which can inform strategy and develop priorities * Ability to coordinate and lead a number of diverse major projects. * Highly creative exploring new opportunities to resolve difficult issues and the ability to lead on initiatives focusing on unprecedented work. |
| **Personal style & behaviours** | * As a council employee you will be supported and expected to demonstrate the Council’s Core Behaviours as set out in the JD. * Develops good relationships with others by behaving with integrity, treating people with respect and leading by example * Promotes diversity and equality of opportunity * The nature of the post means that there will be a requirement to work flexibly with some evening work |
| **Fluency Duty** | This post requires the post holder to be a ‘**proficient’** user. The post holder is required to:   * Understand a wide range of demanding, complex language, both written and spoken, and recognize implicit meaning * Express ideas fluently and spontaneously both orally and in writing. * Use language flexibly and effectively for academic and professional purposes. * Produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices * Summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation to a range of audiences including Senior Managers, Cabinet members, Head teachers, governors and external partners. * Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations with a range of audiences. |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None |  |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure | √ |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>