

# Job description

**Job title:** Head of Programmes

**Grade:** Dorset Council Grade 16

**Job evaluation reference:** HS429ab

**Job family:** Health and Social Care

## Purpose and impact

This role will lead on and be accountable for the strategic development and delivery of a broad area of work, with responsibility for a service, as specified in the context statement.

The post holder will work across and with partner organisations to ensure effective delivery of the relevant services or programmes, to identify further opportunities to collaborate and embed prevention and early intervention, and to improve outcomes.

As well as directly managing designated staff, this position will supervise broader groups of staff within the directorate across a range of projects, will co-ordinate projects using both internal and external staff, and will actively promote and deliver training and development to build capability and capacity.

The post holder will play an active role in the service's Senior Management Team, providing relevant guidance and input into the review, assessment and development of strategic aims and objectives and our annual business plan.

## Key responsibilities

1. Ensure that relevant services or programmes are effective, efficient, and equitable, and focused on long-term outcomes as well as shorter-term performance metrics
2. Interpret policies, guidelines and any emerging evidence base from across relevant national and local bodies or disciplines to improve and/or re-design existing services or new services, underpinned by a focus on agreed outcomes, the need to reduce inequalities, cost-effectiveness and best value principles
3. Commissioning and/or delivery of programmes, working collaboratively with providers, the voluntary and community sector and the public to maximise impact
4. Lead on and oversee research and assessment of needs, inequalities and impact assessments and evaluate impacts of local programmes to support development of relevant areas of work
5. Regularly build good working relationships at all levels including officers, heads of service, professional colleagues, and elected members, using a client-centred approach to negotiate different perspectives and understanding across their area, securing ownership and lasting change
6. Respond flexibly to conflicting demands, reviewing and adjusting priorities as required in the context of the overall objectives and business plan
7. Deputise for and represent the Director and other senior managers as required
8. Involve services users in planning, development and evaluation
9. Prepare briefing papers or reports for committees, sub-committees and other internal/external groups and attend meetings as required representing the service
10. Manage large budgets, which may include external grants and funding streams, in accordance with Council policies



11. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### Supervision and management

Reporting to: Corporate Director (as specified in the context statement) Responsibility for: Using a matrix management approach this post will:

- be expected to directly line manage designated staff in line with relevant processes and guidelines
- supervise other groups of staff within the directorate for whom the post holder has no direct line management responsibility, across a range of projects within the same general area of work
- actively promote and deliver wider training and development with key partners and externally, within the same general area of work
- manage specific projects including the co-ordination of internal and external staff and relevant resources, ensuring all budgets, targets and evaluation criteria are achieved

**Level 1 post holders:** line management responsibility for employees undertaking tasks in one identifiable area of work.

**Level 2 post holders:** line management responsibility for a group of employees undertaking tasks in the same general area of work.

### Other factors

12. Be responsible for the outcome of relationships with a wide range of internal and external contacts to ensure effective delivery/provision of the service
13. Contacts are likely to involve partnership working and be complex and/or contentious
14. Work within frequently changing circumstances and conflicting priorities with responsibility to change the priorities of others
15. Highly developed communication skills in complex and contentious areas to influence decision making processes within local authority and wider stakeholders on issues
16. Create effective frameworks, strategies, and policies for jointly commissioned services
17. Respond flexibly to conflicting demands, reviewing and adjusting priorities as required in the context of the overall objectives and business plan
18. Conflicting demands and tight deadlines are a feature of this post
19. Provide advice and guidance, in a defined area to SMT and the wider team as required
20. Maintain oversight of contemporary best practice, policy and procedures and ensure this is reflected in services and programmes as required
21. Lead and/or provide expert contribution to working groups, including system and multiagency groups
22. This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the council) to be available on most working days in order to carry out normal duties. Employees in



positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

23. Where the post holder works with sensitive personal data for vulnerable groups, the post holder will be expected to undergo a DBS check (if relevant, details including the DBS level will be specified on the context statement).

### **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values through the way you work, regardless of your role within the organisation.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post. The criteria will be assessed through a combination of your application form, interview and assessment (as specified below).

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Advanced theoretical knowledge (equivalent to Masters Level and/or specialist training) in a post relevant to discipline or function	Application form
2. Evidence of continuing professional development that enhances theoretical and practical knowledge	Application form
<b>Experience</b>	
3. Substantial, post-relevant experience of commissioning or provider management setting	Application form
4. Direct management of a relevant functional or multidisciplinary team	Application form
5. Relevant experience in the successful management of change with demonstrable outcomes	Application form
6. Relevant experience of managing within a relevant setting eg corporate governance (as specified on the context statement)	Application form
7. Relevant experience of working effectively across organisational professional boundaries in complex organisations	Application form
8. Experience of designing and managing complex projects	Application form
9. Experience of partnership working and influencing decision making, with a range of stakeholders from different services and professions	Application form
<b>Skills, abilities and knowledge</b>	
10. Highly developed knowledge in relevant field and specific domains, underpinned by theory and experience	Interview Assessment
11. Sound knowledge of commissioning processes	Interview Assessment
12. Operational knowledge of relevant domains	Interview Assessment
13. Management Skills, demonstrable evidence of skills in the following areas: <ul style="list-style-type: none"> <li>• Project management, planning and organisational skills</li> <li>• Recruiting and selection</li> <li>• Management performance</li> <li>• Financial and risk management</li> <li>• Workforce planning</li> <li>• Coaching and mentoring</li> </ul>	Interview Assessment
14. Leadership Skills, demonstrable evidence of leadership competencies in the following areas: <ul style="list-style-type: none"> <li>• Vision, delivery, control and decision making</li> <li>• Understanding and managing context</li> <li>• Emotional intelligence</li> <li>• Relationship building</li> </ul>	Interview Assessment



<ul style="list-style-type: none"> <li>• Team and people development</li> <li>• Tackling difficult issues</li> <li>• Communication</li> </ul>	
<b>Our values</b>	
15. Respect	Interview Assessment
16. Together	Interview Assessment
17. Accountability	Interview Assessment
18. Openness	Interview Assessment
19. Curiosity	Interview Assessment

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements. The criteria will be assessed through a combination of your application form, interview and assessment (as specified below).

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
20. Membership of a relevant professional body	Application form
<b>Skills, abilities and knowledge</b>	
21. Knowledge and understanding of relevant policies and their effect on outcomes	Interview Assessment

## Approval

Manager's job title:  
Date: February 2025

