



**Post Title: Programme Manager- Local Government Reorganisation
(Fixed term for 24 months)
Grade: K**

Job Purpose

The Programme Manager will be required to manage a range of projects and programmes central to Nottingham City Council's Local Government Reorganisation (LGR). They will take accountability for planning, structuring, leading and execution of projects or programmes of high risk and complexity.

The Programme Manager will hold responsibility for reviewing project LGR-related proposals or plans to determine the demands of an individual project, including timeframe (aligned to government milestones), funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects.

Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around four central themes:

- **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
- **Equality Diversity & Inclusion:** by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
- **Change & Innovation:** by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
- **Collaboration:** by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

Specific Duties

1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. Provide advice on the feasibility, risks, and organisational implications of LGR programme proposals prior to them becoming live.
4. Plan, direct, and coordinate activities of LGR programmes and projects through the PMO, including their resource, by a system of monitoring and control thereby ensuring



that goals or objectives of programmes and projects are accomplished within prescribed time frame and funding parameters.

5. To support the service area in aligning annual commercial business plans with LGR objectives.
6. Manage the strategic aspects of large engagements.
7. Develop and maintain a communication framework tailored to LGR, ensuring staff, partners and stakeholders are informed and engaged.
8. To lead in the management of press and media enquiries received in relation to LGR.
9. Manage/matrix manage and coordinate as appropriate senior project managers, project managers and SROs working on projects across the directorates to ensure that programmes and projects are delivered to the agreed outcomes.
10. Review high-level deliverables across LGR projects and take decisive action where necessary to ensure that projects are not put at risk, instigating measures that mitigate and control programme and project risk.
11. Ensure reviews and quality assurance procedures take place for all practice within their remit
12. Develop, implement, and maintain sound business practices within the framework of the Council's Financial Regulations.
13. Develop and implement strategic objectives for the LGR programme that are aligned with the Council's strategic initiatives.
14. Apply commercial and professional experience in the delivery of the LGR programme, building strong internal and external relationships and networking.
15. Monitor and review requirements ensuring effective financial planning and management of external funding for NCC projects.
16. To ensure that the legal, statutory and regulatory duties relevant to the reorganisation process are adhered to across the LGR programme.
17. To advocate and champion change management taking place in Nottingham City Council.
18. Create a safe project environment coach, mentor, motivate the project team members, and influence them to take positive action and accountability for their work.
19. Assist in compiling a training and mentoring plan in order to embed throughout the Council excellent project and programme management skills.

Numbers and grades of any staff supervised by the post holder: 3–6, various grades

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council



standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by: James Rhodes, Assistant Chief Executive/Director of Policy, Performance & Communication

Date: January 2026



Person Specification:

Area of responsibility	REQUIREMENT	MEASUREMENT		
		A	I	D
Vision, Strategy and Delivery	<p>Experience as a service leader in a complex organisation, with experience of;</p> <ul style="list-style-type: none"> - Delivering against outcomes and creating clear objectives - Creating a culture of continuous improvement - Commercially aware with strong analytical skills - Awareness of key issues in your market and for the city of Nottingham 	✓	✓	
Leading People	<p>Evidence of successfully leading teams, with experience of;</p> <ul style="list-style-type: none"> - Motivating people and creating high performing services - Empowering others to take decisions - Successfully managing wellbeing and resilience - Ability to plan for the future, with effective workforce planning skills 	✓	✓	
Change and Innovation	<p>Able to lead service through change, with experience of</p> <ul style="list-style-type: none"> - Evidence of leading change programmes, bringing others on the journey with you. - Identifying and delivering innovative service delivery models - Able to create a culture of continuous improvement 	✓	✓	
Collaboration	<p>A collaborative leader, with evidence of</p> <ul style="list-style-type: none"> - successfully in partnership across different sectors and fostering / harnessing partnerships. - Able to develop a culture of collaboration. - Political acumen and able to develop productive relationships with senior figures within an organisation 	✓	✓	
Equality, Diversity and Inclusion	<p>A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of:</p> <ul style="list-style-type: none"> - Delivery of inclusive services, understanding the challenges faced and how they can be overcome. - Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity. 	✓	✓	



	- Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			
Technical Skills and Knowledge	- Detailed knowledge of current EU procurement legislation. Council policies, procedures and practices.	✓	✓	
	- Ability to provide complex technical advice and explain and communicate proposals with wide ranging and significant impacts for the Council in simple language to promote clear actions	✓	✓	
	- A detailed experience of business planning budget management processes, procurement procedures and contract / commissioning processes	✓	✓	
	- Ability to find solutions to service challenges / priorities and deliver changing priorities and new ways of working.	✓	✓	
	- Detailed knowledge and experience of working within a Private Sector environment either as an employee or as part of Council bid team in a negotiation.	✓	✓	
	- Detailed in depth knowledge and application of Project Management theory and practical techniques to enable monitoring and control of multiple programmes and projects	✓	✓	
Qualification requirement	- Degree or equivalent qualification or experience within a related discipline.	✓	✓	
	- Membership of The Association of Project Management or equivalent.	✓	✓	
A - Application	I – Interview	D - Documentary Evidence		