

Job Description: Programme Manager - Productivity

Reports to: Principal Adviser Productivity

Directorate/Team: Workforce, Leadership & Productivity / Productivity

Grade: Grade 7

Job Purpose:

To support the development of a vision and strategy for improving productivity in local government, and translate it into practical programmes of support to councils and their partners.

Core Accountabilities:

1. Lead, manage and motivate the team, ensuring that it is focused on delivering the Local Government Association's (LGA) business plan, and on helping councils meet their challenges and priorities.
2. Maintain an overview of the political and policy context that impacts on the public sector.
3. Develop and maintain strong networks and partnerships that are of value to the LGA.
4. Monitor team/allocated budget(s) and produce accurate outturns/projections against service plans to ensure effective use of resources and maintain financial control.
5. Create an environment that treats people with respect and enables them to develop and realise their potential.
6. Lead or participate in projects that support the delivery of the LGA Business Plan.
7. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
8. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Engage with key stakeholders, including senior government and local government representatives to identify the key productivity gains for local government; contribute to the development of ambitious, national LGA programmes and services to support councils in delivering those gains.
2. Work directly with councils to develop ambitious prototype models for achieving productivity gains and ensure that learning and good practice is shared across local government and the wider public sector.

3. Develop programmes of support designed to build elected members' skills in improving local government productivity
4. Lead, supervise and manage LGA staff, associates, member and officer peers and third party suppliers to ensure that programmes are delivered effectively and efficiently; commission services from external suppliers and agencies to ensure the appropriate level of support and capacity to deliver services on time, within budget and to quality standards.
5. Develop and maintain relationships across local government and central government, elected members, regulatory bodies, professional societies, voluntary and private sector business and partner organisations to ensure influence of sector improvement and promote LGA's contribution at a national and regional level.
6. Ensure that key findings, learning and impact are widely understood and integrated across the LGA in order that the LGA's services are closely aligned to the experiences and priorities of the sector.
7. Work with colleagues across the LGA to ensure that the LGA's productivity work supports and informs improvement across a range of council priorities and services in line with the LGA's priorities.
8. Participate in national and sub-national events to improve knowledge of developments within local government and the products and services of the LGA.

Key contacts

Local Authorities

Elected Members

Senior Officers

Designated member councils

National, regional and sub-regional organisations and groupings of councils

Central Government

Central Government departments

LGA

LGA lead members

Programme teams

Other

Third sector

Regulatory bodies

Private sector partners

Person Specification: Programme Manager - Productivity

Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent
Knowledge and experience	<ul style="list-style-type: none"> • Thorough understanding of the political structures and environment in which local and central government and the LGA operates • Understanding of the key issues, priorities and pressures affecting local government • Demonstrable experience in a political environment • Demonstrable experience of leading successful projects • Experience of line management including managing a team • Experience of producing speeches, presentations, reports, and briefings.
Skills & abilities	<ul style="list-style-type: none"> • Political sensitivity, and the ability to exercise appropriate discretion and judgement on issues of significance and importance, and when dealing with politicians and officials • Integrity and credibility with politicians, senior managers, key stakeholders and staff. • Ability to lead and motivate others • Commitment to create an environment of trust, fairness and openness. • Excellent organisational skills and the ability to deliver under pressure, prioritising work against competing demands to meet deadlines. • Willingness to share resources across the organisation. • Ability to identify network and partnership opportunities and develop into effective forum • Strong influencing, negotiating and relation-building skills. • Excellent written and oral communication skills, with ability to present complex ideas in a clear and comprehensible way • Confident and resilient with excellent people skills, able to develop positive internal and external relationships. • Excellent financial and resource management skills. • Advanced computer skills, including Word, Outlook, PowerPoint and Excel and the ability to produce high quality documents. • Strong team player able to build alliances and lead from within • Commitment to personal and professional development.