

**Manchester City Council****Role Profile****Programme Lead Making Manchester Fairer Grade 10****Manchester Public Health Team****Reports to: Strategic Lead for Making Manchester Fairer/Age Friendly  
Manchester****Job Family: Project and Programme Management****Key Role Descriptors:**

The role holder will develop, manage and successfully deliver complex, high value projects and initiatives, taking direct responsibility for the successful delivery of all elements to the agreed timescales, budget and quality.

The role holder will manage, deploy and co-ordinate resources effectively, ensuring that project / initiative necessities are fully identified, including staffing, financial and ICT requirements.

The role holder will ensure that change is managed effectively by working with relevant project teams and key stakeholders within the business.

**Key Role Accountabilities:**

Provide strong leadership to project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.

Manage the successful delivery of a range of highly complex projects and initiatives on time, to budget and of the right quality (using the City Council's standard project methodology where appropriate), ensuring that regular reporting arrangements are in place to keep project boards and key stakeholders informed.

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. Effectively manage project risk through effective analysis, mitigation and contingency planning.

Deliver a range of fully assessed options for resolution of highly complex issues in order to drive effective decision-making, monitor interdependencies and risks between projects and escalating risks of potential conflicts where necessary.

Develop and maintain effective relationships with senior officers and other key stakeholders, ensuring clear and effective channels of communication. Maintain

control of scope through an effective change control process, consulting with key stakeholders as necessary.

Accountable for the management of all project documentation, including effective record keeping and version control of project documentation.

A strong and clear advocate for the organisation's *m people* approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

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.

**Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

## **Manchester's Public Health Department**

The Public Health Department leads work together with a range of partners through the development of strategies, policies, work programmes and commissioning of services to **improve** the health of the population of Manchester; **protect** them from threats to their health; **prevent and mitigate** risks to support better health outcomes; and **create the conditions** in society and the environment that lead to better health. This work is done using the best available evidence, data and insight.

The department is based at Manchester City Council and works closely with the NHS as part of Manchester Integrated Care Partnership.

The work of the Public Health Department is divided organised into five areas of responsibility, underpinned by a number of core functions:

- **Health Improvement and Health Creation:** this includes work to improve the health and wellbeing of individuals of all ages, create the conditions in communities that support good health and wellbeing, and to improve health equity.
- **Health Protection and Healthy Environments:** this includes work to prevent and control infectious diseases, sexual health, emergency preparedness and response planning, addressing inequalities in health protection, environmental hazards, regulatory work.
- **Healthcare Public Health and Partnerships:** this includes work to address broader determinants and complex barriers to health, population health strategic partnerships, health and care service inequalities, screening and early detection.
- **Integrated Equality and Engagement:** this includes work focused on addressing structural inequality, prejudice and discrimination. An evidence and insights-based approach is taken to tackling the most urgent equality and human rights issues to advance equity and inclusion.
- **Population Health Integration and Systems Development:** this includes bringing together the key programmes and projects that have an interface with the NHS and a focus on community equity, engagement and inclusion.
- **Core functions:** this includes knowledge and intelligence, contracting, project management and business support.

## **Making Manchester Fairer**

The Department of Public Health is at the forefront of delivering the Making Manchester Fairer Action Plan, a key strategic, city-wide plan tackling health inequalities across Manchester by addressing the social determinants of health. The delivery of Making Manchester Fairer and its associated Anti-Poverty Strategy sits within the Health Improvement and Health Creation Team.

Crucially, MMF aims to address the difference in the distribution of good health through taking action on the root causes of poor health, across eight themes. One of

the most significant themes is to reduce poverty and debt, which is a major driver of poor health, and for this reason the Anti-Poverty Strategy for Manchester is an integral programme to the work of MMF.

### **The Role Holder**

Working within the Public Health Department, and in collaboration with colleagues across the organisation and in the wider system, the role-holder will work with the Strategic Lead for Making Manchester Fairer/Age Friendly Manchester to provide operational leadership for the implementation of the Making Manchester Fairer Action Plan.

The role will include leading a programme management office and planning and coordinating the projects and initiatives within the scope of the programme management team. The programme is complex and will require the effective management of interdependencies and strong partnership working.

The role-holder will be highly organised and have excellent project management skills. They will have good knowledge of workstreams and their stakeholders and will support programme and workstream leads to report on activities and milestones, risks and benefits, and highlights and outcomes. They will lead on collating reports for relevant governance groups, ensuring that programme, workstream and project leads provide information in a clear and timely manner. The role holder may be required to manage and deliver specific projects in support of Making Manchester Fairer.

The thematic areas that this role will cover include health and socio-economic inequalities, systemic and structural racism and discrimination, and empowering people and communities.

The day-to-day work of the role-holder will include:

- Developing and leading projects and programmes to deliver the priorities set out in the action plan and strategy.
- Taking direct responsibility for delivery of all activities to the required time, cost and quality.
- Building strong partnerships and managing stakeholders at all levels.
- Identifying, coordinating and deploying human and financial resources as required and directed by the Strategic Lead for Making Manchester Fairer and Age Friendly.
- Taking responsibility for specific workstreams as directed by the Strategic Lead for Making Manchester Fairer and Age Friendly to maximise the impact of projects and to manage limited resources.

- The role holder will be highly organised and with outstanding programme management skills. They will be able to effectively translate strategic vision into effectively designed programmes and projects which deliver the priorities set out in the Action Plan and Strategy.
- Provides line management to project managers.
- Works as part of the Health Improvement and Health Creation Theme Team and line managed by the Strategic Lead for Making Manchester Fairer and Age Friendly.
- Is committed to equalities, diversity, and inclusion and committed to tackling health inequalities.
- Has a good level of knowledge and understanding of working on programmes that are high profile within the council, in Greater Manchester and beyond.
- Understanding and knowledge of working in a political environment.
- Will pro-actively support the Department of Public Health on associated work-streams when needed.

## **Key Behaviours, Skills and Technical Requirements**

### **Our Manchester Behaviours**

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We show that we value our differences and treat people fairly
- We work together and trust each other

### **Generic Skills**

- **Project Management:** Proven ability in developing complex project schedules that clearly defines the timeline required to achieve the required outcomes, with expertise in identifying and monitoring complicated interdependencies, identifying and managing the critical path and utilising the schedule in budget forecasting and planning future resource requirements.
- **Strategic Thinking:** Evidence of thinking cross-functionally and cross-organisationally, beyond one's own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.
- **Planning and Organising:** Ability to maintain focus and objectivity under various conditions and skill in managing and maintaining a multi-priority workload, progressing various ideas and plans concurrently.
- **Communication Skills:** Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services. Ability to harness the full commitment and responsibility of key stakeholders in delivering the vision of excellence for the city.
- **People Management:** Ability to lead, manage and motivate staff to high levels of performance in order to achieve change and maximise staff potential and contribution to the achievement of identified aims and objectives. Can also lead and plan the work of the team which deals with more diverse issues.
- **Financial Management:** Excellent financial planning skills to develop short, medium and long term financial plans with an ability to budget proactively with large, high-risk or volatile elements being identified and cross-referenced to operational activity.
- **Commissioning Skills:** Ability to advise and develop local partner commissioning capabilities where there will be a direct impact on joint commissioning goals.

### **Technical Requirements (Role Specific)**

- Proven experience of successfully managing and delivering a wide range of complex projects within a diverse workload to a structured project management process such as PRINCE 2 or equivalent.