

Role profile

Job Title:	Corporate Programme Manager	Grade:	15
Department:	Strategy and Change	Post no:	66938
Directorate:	Chief Executive's	Location:	Perceval House

Role reports to:	Assistant Director, Commissioning and Capacity Building
Direct Reports:	Two
Indirect Reports:	Project managers across the six directorates (Adults and Public Health; Children's; Economy and Sustainability; Housing and Environment; Resources; Strategy and Change)
<i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i>	

Job description

Purpose of role

The Programme Manager leads the Medium-Term Financial Strategy (MTFS) Board Programme Management Office (PMO), providing strategic oversight and ensuring all initiatives align with organisational priorities. This role is critical in driving the delivery of agreed cashable savings and embedding a best value culture across the local authority.

By standardising business case templates and maintaining a centralised portfolio view, the Programme Manager enables effective prioritisation, accountability, and governance, reducing duplication and improving decision-making.

Working in partnership with senior leaders, you will lead strategic programmes that strengthen financial resilience, ensure robust business cases underpin all initiatives, and support an asset-based commissioning model to maximise value for Connected Communities.

Key accountabilities

Lead and support programmes that identify cost reduction opportunities, optimise resources, and deliver MTFS savings while maintaining quality outcomes for communities.

Ensure robust business cases underpin all initiatives, demonstrating clear cost-benefit analysis and alignment with organisational priorities.

Present findings and recommendations clearly to senior leaders and governance boards, enabling decisions that achieve financial sustainability and efficiency gains.

Produce regular highlight reports that give a clear and evidence based assessment of progress, including appraisal of programme risks.

Capture progress in a clear suite of documentation in line with good project/programme management methodology.

Champion best value practices, including procurement strategies and resource optimisation, to maximise organisational impact.

Manage end-to-end delivery of MTFs-related projects using appropriate methodologies, ensuring timely outputs that contribute to agreed savings targets.

Making recommendations on the ongoing viability of projects based on the data gathered at review points.

Embed continuous improvement by mentoring teams; sharing lessons learned, and promoting efficiency-focused programme management.

Build effective and strong positive working relationships with all relevant stakeholders.

Ensure effective use of data and utilisation of available benchmarking.

Operate within the Council's Equalities & Diversity Policy, Health & Safety, Customer Care requirements, and all relevant legislative and regulatory frameworks.

Key performance indicators

Support delivery of agreed MTFs savings by managing programmes effectively, setting priorities, and making the best use of resources.

Clear reporting of status flagging risks and issues on a timely basis, supported by evidence.

Demonstrating value for money by reducing duplication, standardising and simplifying processes, and improving efficiency across the organisation.

Measuring the impact of programmes by linking results to real savings, better use of resources, and improved services for communities.

Applying a cross council and partnership approach to service and transformation delivery.

Providing clear, practical reports and dashboards that show progress against savings targets and help leaders make informed decisions.

Keeping knowledge up to date on programme management, financial planning, and best value practices through training and development.

Making sure strong governance and risk management are in place to protect financial sustainability and organisational priorities.

Key relationships (internal and external)

Internal:

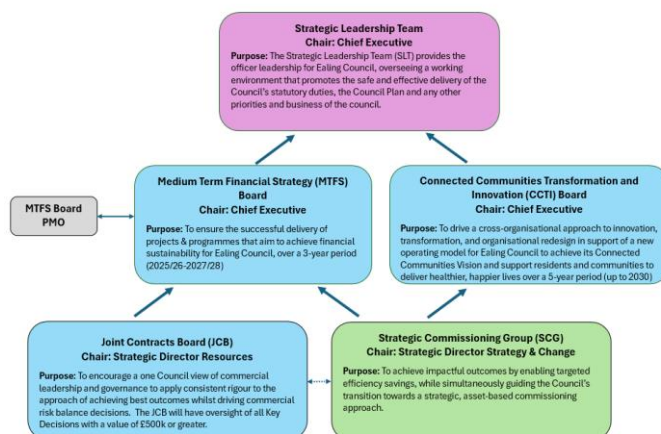
- Work directly with DMTs across the six directorates to identify cost-saving opportunities, optimise resources, support development and ensure rigorous review of business cases to deliver MTFS savings while maintaining quality outcomes for communities
- Provide robust analytical input for needs assessments and service redesign, ensuring solutions deliver optimal value and improved outcomes.
- Partner with finance and service leads on budget modelling, cost-benefit analysis, and value-for-money assessments to identify and realise savings opportunities.
- Ensure strong data systems, integration, and governance frameworks are in place to enable accurate, timely, and efficient reporting for MTFS programmes.
- Support workforce analytics and forecasting to align staffing strategies with financial sustainability and organisational priorities.
- Gather frontline insights, validate service data, and ensure operational intelligence informs strategic decisions and continuous improvement.

External:

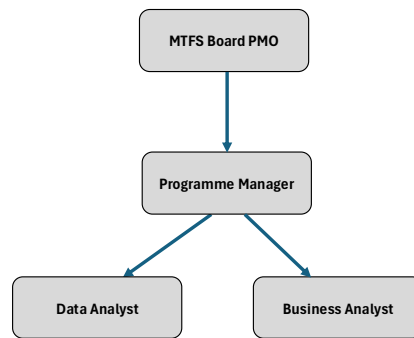
- Take part in benchmarking, shared data projects, and joint commissioning to find efficiencies and achieve best value.
- Build strong relationships with senior leaders in health, social care, education, and housing to monitor performance, identify savings opportunities, and use resources wisely.
- Use market and performance data to guide sourcing decisions and ensure cost-effective procurement.

Authority level

Governance overview



MTFS Board PMO Structure



Additional Requirements

- Any other duties appropriate to the post and grade

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

Essential knowledge, skills and abilities

- Highly proficient in developing clear, evidence-based business cases that show costs, benefits, and priorities, ensuring resources are used where they have the most impact.
- Proven ability to lead complex programmes focused on delivering value for money, achieving measurable savings, and supporting long-term financial stability.
- Skilled at building trust and collaboration, creating a shared sense of purpose among different teams and stakeholders to achieve organisational goals.
- Strong understanding of programme and project management approaches (such as MSP and PRINCE2) and how to apply them effectively to deliver work efficiently and avoid duplication.
- Experienced in planning, tracking, and controlling programmes to ensure they meet organisational priorities and savings targets.
- Good knowledge of commissioning, procurement and negotiation to secure cost-effective solutions and deliver value for money.
- Strong financial skills, including budgeting, resource planning, and financial modelling, to identify savings and maximise organisational value.
- Credible and influential at a senior level, able to guide decisions and advise teams on achieving efficiency and best value.
- Proactive in identifying risks and challenges, and able to put solutions in place to protect financial sustainability and strengthen governance.

Essential qualification(s) and experience

- Extensive experience running a Programme Management Office (PMO) in a local authority or similar public sector setting, with a track record of delivering real savings and promoting a culture of value for money.
- Proven success in improving efficiency and reducing costs through strong programme governance, clear priorities, and smart use of resources.
- Commitment to ongoing professional development in programme management, performance improvement, or related areas.
- Degree or equivalent qualification, or substantial relevant experience supported by continuous training.
- Significant experience leading complex programmes that support organisational priorities and deliver measurable financial benefits.
- Ability to work effectively with different teams, helping to set, monitor, and evaluate service performance and shared goals.

- A finance background with budget management experience and/or aptitude for financial analysis.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards