



Programme and Projects Manager

Post number: LGR001

Grade: Scale 8

Date: July 2026

Service area: Operations Directorate

Reports to: Director Operations

Job profile

Purpose

To lead and manage the programmes and oversee projects that support the Council's preparation for Local Government Reorganisation (LGR), with a particular focus on transition readiness, complex change, transformation and service continuity.

To provide both programme and project management disciplines, translating LGR objectives into clear deliverable plans, coordinating activity across Council services and engaging with the wider Cambridgeshire and Peterborough LGR programme across the seven councils. The role will help ensure the Council is well prepared for transition, with delivery that is well governed, assured and focused on tangible outcomes while protecting business-as-usual services.

Dimensions

People Management: May provide task management, matrix management or professional guidance to project officers, workstream leads and project teams.

Programme Management: Lead defined LGR programmes and projects across the Council, including transition readiness activity and work requiring coordination with the wider Cambridgeshire and Peterborough programme.

Budget Management: Monitor and report on project and programme budgets, benefits, resources and external funding where applicable.



Main duties and responsibilities

Lead programme and project activity across assigned LGR workstreams, ensuring delivery is aligned to Council priorities, overall LGR programme milestones, statutory requirements and transition readiness needs.

Translate complex LGR objectives into clear programme and project plans, including scope, milestones, resources, benefits, risks, issues, assumptions and dependencies.

Support the Council's transition readiness by coordinating activity across services, identifying what needs to change, tracking preparedness and ensuring key decisions, actions and dependencies are visible and managed.

Develop, maintain and quality assure programme and project documentation in line with agreed PMO standards and governance requirements as set out by the wider system PMO.

Coordinate activity across services, partners and workstream leads, ensuring dependencies are understood, managed and escalated where necessary.

Work with the wider Cambridgeshire and Peterborough LGR programme across the seven councils, ensuring the Council's local delivery plans are aligned with wider programme requirements and that relevant information is shared, tested and acted on.

Provide clear, evidence-based progress reports, highlight reports and decision papers for senior officers, programme boards, governance forums and elected members as required.

Identify, manage and escalate risks, issues and delivery challenges, taking proactive action to prevent slippage and maintain control over delivery.

Undertake assurance activity, including project health checks, gateway reviews, lessons learned and compliance with agreed frameworks.

Support benefits realisation by defining intended outcomes, tracking progress and ensuring projects remain focused on measurable improvement.

Work with senior stakeholders to manage ambiguity, resolve competing priorities and support effective decision-making in a fast-moving, politically sensitive environment.

Provide professional advice and practical support to managers and workstream leads on programme and project management methods, tools and standards.

Support procurement, contract management, resource planning and financial monitoring where these form part of assigned programmes or projects.



East Cambridgeshire District Council

Build strong working relationships across the seven councils, Council services and partner organisations, using sound judgement and emotional intelligence to support collaboration and manage challenge.

Contribute to a community of practice for programme and project management, sharing learning and promoting consistent good practice across the organisation and wider LGR programme where appropriate.

Participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.

Special conditions

The post is full time and permanent or fixed term, depending on business needs.

Regular office location The Grange, Ely, with hybrid working arrangements.

This may be classed as a politically restricted post.

You may occasionally be required to work outside normal working hours to meet programme or project deadlines.

Pre-employment checks

Basic pre-employment checks.

Business Travel

Casual car user.



Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or interview
Recognised programme or project management qualification, or equivalent demonstrable experience	Essential	Application/ interview
Educated to Level 5 or equivalent professional experience in programme, project, change or business management	Essential	Application

Experience

Description	Essential or desirable	Assessed through the application form or interview
Significant experience of managing programmes and projects across the full delivery lifecycle, from initiation through to closure and benefits realisation	Essential	Application/ interview
Experience of working within or alongside a PMO function, applying governance, assurance, reporting and risk management effectively	Essential	Application/ interview
Experience of supporting or delivering large-scale transformation, service change or organisational change in a complex environment	Essential	Application/ interview
Experience of influencing senior stakeholders, preparing decision reports and supporting effective governance	Essential	Application/ interview
Experience of supporting transition readiness, mobilisation or implementation planning within a complex transformation programme	Essential	Application/ interview



Description	Essential or desirable	Assessed through the application form or interview
Experience of working across organisational boundaries, including with multiple councils, partner organisations or regional programmes	Essential	Application/ interview
Experience of working in local government or the wider public sector	Desirable	Application

Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or interview
Strong knowledge of programme and project management methods, tools and controls, including planning, reporting, risk management and assurance	Essential	Application/ interview
Excellent analytical, organisational and problem-solving skills, with the ability to manage multiple priorities and deadlines	Essential	Interview
Ability to produce clear written reports, highlight reports, briefings and decision papers for senior audiences	Essential	Application/ interview
Excellent influencing, negotiating and communication skills, including the confidence to work with senior officers and manage constructive challenge	Essential	Interview
Ability to work with ambiguity, maintain control in a fast-moving environment and balance pace with good governance	Essential	Interview
Highly proficient in Microsoft Office and able to use digital tools to manage plans, reports, actions and documentation	Essential	Application



Description	Essential or desirable	Assessed through the application form or interview
Ability to understand and manage cross-programme dependencies, including the links between local Council readiness activity and wider LGR programme requirements	Essential	Application/ interview
Strong stakeholder management skills, with the ability to work constructively across seven councils and support alignment where priorities, pace or perspectives differ	Essential	Interview
Understanding of local government governance, democratic decision-making and politically sensitive environments	Desirable	Application/ interview

Personal Attributes

Description	Essential or desirable	Assessed through the application form or interview
Calm, resilient and able to operate effectively under pressure	Essential	Interview
Collaborative, approachable and able to build trust across services and organisations	Essential	Interview
High level of attention to detail and commitment to quality, assurance and good governance	Essential	Interview
Positive, proactive and outcome-focused, with the confidence to move work forward while maintaining control	Essential	Interview
Discreet and tactful, with sound judgement in sensitive or politically aware situations	Essential	Interview