



## **Programme Director, South Tees Local Delivery Pilot (LDP)**

### **JOB DESCRIPTION**

<b>Salary:</b>	£42,093
<b>Hours:</b>	Full-time (37 hours). Flexible working, including evening and weekends will be required.
<b>Location:</b>	South Tees (Middlesbrough and Redcar and Cleveland). The post will be based with Middlesbrough Environment City, Sandy Flatts Lane, Acklam, Middlesbrough.
<b>Contract:</b>	Fixed term until 31 <sup>st</sup> March 2021
<b>Responsible to:</b>	Director, Middlesbrough Environment City
<b>Responsible for:</b>	Programme Officer, South Tees Local Delivery Pilot (LDP) Programme Support Officer, South Tees Local Delivery Pilot (LDP)

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#### **Purpose of the Post:**

As Programme Director, you will provide high profile, visible and effective leadership for the development of the South Tees Local Delivery Pilot in collaboration with the Programme Management Office (PMO), core stakeholders and Sport England.

You will manage the strategic design, operational delivery and effective management of the LDP using a whole system approach, maximising outcomes for the people of South Tees. This requires working in partnership with Sport England, core strategic stakeholders and operational delivery partners including communities, local authorities, NHS bodies and the voluntary and community sector, to effectively engage them in design, delivery and governance of the programme.

You will represent the Partnership at external strategic and policy groups as required and be the lead contact with Sport England and other relevant national bodies. You will support the partners on strategies and policies that will embed the South Tees physical activity vision into policy and practice and will work with partners to ensure that a comprehensive delivery programme is in place.

You will have experience of successfully leading and managing programmes, including overseeing the processes and systems to monitor the effectiveness, quality, delivery and impact on local communities. You will have a strong ability to build effective relationships with key stakeholders and will be creative in your approach.

This post, in collaboration with the Programme Management Office will provide management, insight and strong leadership to all areas covered by the Sport England Local Delivery Pilot.

#### **Duties and Responsibilities:**

1. Provide clear leadership and management direction to drive strategic development and operational delivery, ensuring that staff and stakeholders have a clear understanding of their responsibilities and contributions to the South Tees LDP vision.

2. Work with the Project Management Office, Programme Delivery Partnership and Sport England to identify, develop and monitor a series of interventions, delivered by partners and sub-contractors that meet the identified needs of the target communities in terms of increasing levels of physical activity.
3. The postholder will be responsible for producing proposals and actions plans for the delivery of the LDP; this will include implementing, monitoring and reviewing these arrangements, developing interventions and providing advice to improve further the effectiveness of service delivery.
4. Identify, agree and support appropriate processes to ensure that the barriers and solutions of target communities in engaging with physical activity are properly identified and reflected in the agreed interventions.
5. Provide visible, proactive and accessible leadership across all core strategic partners in relation to the South Tees LDP. This will include a wide range of public speaking including formal presentations to committees and groups, informal focus groups, community events and briefing sessions as well as regular TV, radio, print and social media communications.
6. Support and guide the design and delivery of a comprehensive evaluation framework working with leading national and local academic and public health partners to ensure optimum conditions are in place for the measurement and monitoring of qualitative and quantitative impacts of all elements of the programme.
7. Ensure effective management of LDP resources and finance, in line with Sport England and Redcar & Cleveland Borough Council (as the accountable body) procedures including the commissioning, procurement and management of a wide range of service delivery arrangements including any contract monitoring and management.
8. Identify additional strategic external investment opportunities relevant to the furthering of the over-arching objectives of the South Tees LDP leading on bids and applications on behalf of the Partnership.
9. Prepare annual budgets for the delivery of the programme, working with relevant finance service staff and Sport England to ensure that the information produced is accurate and timely.
10. Responsible for the collation, analysis, interpretation and reporting of quantitative and qualitative data for the Partnership, Sport England and other relevant authorities.
11. Ensuring appropriate and regular liaison and collaboration with a wide range of other agencies and their strategies as part of a multi-disciplinary approach to physical activity and health and wellbeing including Public Health, Sport England, National Sports Bodies, NHS England, South Tees Clinical Commissioning Group, Health & Wellbeing Board, Police, Fire, voluntary organisations and other Local Authorities.
12. Ensure services are effectively resourced and that these are undertaken to the standards set in relevant policies; deploying staff effectively and ensuring that they are performing to agreed standards.
13. Provide supportive management to coach, develop and motivate staff, programme delivery partners and contractors empowering them to deliver high quality services and contribute to the achievement of the LDP priorities.
14. Provide staff management and leadership, including setting and monitoring performance objectives; undertaking appraisals; supporting training and professional development and addressing disciplinary issues.

15. Ensure that Data Protection, Freedom of Information and Records Management procedures are adhered to across the whole programme, and offer guidance to staff where applicable in these areas.
16. Review and develop the services for which the post holder is responsible, and manage change to achieve continuous improvement, maintaining agreed performance targets and to meet best value.
17. Ensure implementation of safe systems of work and the application of established health and safety procedures. The post holder must conduct regular risk assessments of their areas of responsibility, exercise such supervision and communicate such information as is necessary to ensure the health and safety of themselves, their staff, visitors and the general public.
18. Undertake other duties which may arise or as may be delegated from time to time, appropriate to the grade of the post.

**In addition**

- Demonstrate and uphold MEC's core values: innovative; challenging; flexible; empowering, supportive; cooperative; inspirational; and adaptable.
- Assist with other aspects of MEC's work as appropriate and such other duties in keeping with the general aims of the post as may from time to time be determined by the Director.
- Ensure that the requirements of the company's Health and Safety policies and procedures are practised and observed.
- Ensure that the requirements of the Company's Equal Opportunities, Environment and Data Protection policies and procedures are practised and observed.
- Attend training as required to continue to undertake and develop the role effectively.



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**PERSON SPECIFICATION**

	<b>Essential x</b>	<b>Desirable x</b>
<b>QUALIFICATIONS:</b>		
1. Educated to degree level or equivalent with demonstrable experience	<b>X</b>	
2. Programme management qualification and relevant experience	<b>X</b>	
3. Management and/or Leadership qualification		<b>X</b>
<b>KNOWLEDGE &amp; EXPERIENCE</b>		
1. Proven track record of strategic leadership and operational management in a dynamic, fast paced and challenging environment	<b>X</b>	
2. Demonstrable experience of operating in high level partnerships, across multi-sectoral settings	<b>X</b>	
3. Knowledge of local, regional and national challenges and priorities in a public health context and commitment to the development of evidence based interventions	<b>X</b>	
4. Demonstrable experience of setting up and managing complex multi-agency projects and pilots across a programme and delivering results within timescales	<b>X</b>	
5. Understanding of models of community development that promote health, wellbeing, community and individual resilience, with a clear understanding of Asset Based Community Development	<b>X</b>	
6. Understanding of the role of communities in co-designing and developing services appropriate to their needs and aspirations		<b>X</b>
7. Evidence of implementing processes and procedures for new services and activities	<b>X</b>	
8. Demonstrable risk management experience	<b>X</b>	
9. Experience of working in a large organisation in a political environment engaging effectively with a wide variety of stakeholders		<b>X</b>
10. Proven track record of managing the allocation and management of financial resources	<b>X</b>	
11. Strong interpersonal skills and presentation skills with the ability to engage across a range of mediums and to a range of audiences	<b>X</b>	
12. Highly developed oral and written communication skills with the ability to influence and negotiate to achieve successful outcomes	<b>X</b>	

13. Good knowledge and understanding of the role and application of behaviour change theory in the design and implementation of interventions		<b>X</b>
14. Knowledge of learning and evaluation processes and implementing continuous improvement across projects	<b>X</b>	
15. Evidence of procuring services and contract managing partners to deliver services	<b>X</b>	
16. Preparation of information for reports up to Programme Board level	<b>X</b>	
17. Evidence of a commitment to ongoing personal development and training	<b>X</b>	
18. Digitally literate and familiar with a range of software packages including MS Office and Excel and utilising social media	<b>X</b>	
19. Experience of managing staff	<b>X</b>	
20. Knowledge and understanding of the background to and aims of the Sport England Local Delivery Pilots and local area	<b>X</b>	