

# Programme Director – Value for Money

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<b>Department:</b>	Treasury and Exchequer	
<b>Reports to:</b>	Group Director of Finance Business Partnering & Analytics	
<b>JE Ref:</b>	STE1051	
<b>Grade:</b>	CS15	<b>JE Date:</b> 23/05/2023

## Job purpose

Leading the formulation and implementation of the Value for Money Programme across Government to achieve the Council of Ministers' vision and their agreed objectives.

Ensuring the effective management of the programme of work, including change, budget and staff management. The role will influence, drive and support transformation across Government, ensuring involvement and engagement with key stakeholders.

The Programme Director will work with the Senior Responsible Officer (SRO) to ensure that change and transformation, through the VFM programme, is not only delivered successfully but also embedded in a sustainable manner, such that the organisation improves its capabilities to be more efficient and effective in delivery of services to improve outcomes for Islanders.

## Job specific outcomes

1. Translates policy and strategy into tactics to enable the delivery of Ministers' vision.
2. Establishes the programme of work to ensure the deliverables are met on time and to the required quality.
3. Leads the programme and project teams, which will incorporate a range of professionals from different disciplines, all who will work to achieve project milestones and the overarching outcomes for the programme.
4. Acts as Programme Director, working with the Senior Responsible Owner (SRO) and relevant subject matter experts for change, to enable the successful delivery of the programme as a whole; including delivering best practice improvement strategies in order to ensure that the design of the overall programme is appropriate and achievable.
5. Defines and rolls-out change and continuous improvement throughout the programme within agreed parameters (e.g., resources, budget and timescales) in order to build the required organisational capacity and capability that can deliver the programme benefits.
6. Deals with complex and competing priorities to ensure high-quality project solutions that deliver outcomes to meet programme objectives.
7. Prepares recommendations that are appropriate for the nature, scale and urgency of the projects within the programme to deliver on the overall vision for organisation change.

8. Engages with, and provides progress reports to, stakeholders, including senior Government officers, ELT, to the Ministerial Oversight Group and the Council of Ministers
9. Implements new change methodologies and tools and ensures their effective use to embed change capability, which will support project performance improvement throughout the programme.
10. Builds strong and positive networks with senior internal and external stakeholders to drive and promote value for money throughout the organisation and wider arm's length bodies.
11. Owns personal and team's professional development to develop organisational capability in designing and delivering the change projects that comprise the reform programme.
12. Implements exceptional governance, ensuring high quality and cost-effective service provision that is safe. Ensures that systems, processes and information flows are in place to maintain oversight of risks and issues, establishing metrics and evaluation that is valid and fit for purpose.

### Statutory responsibilities

Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Services

- Reporting directly into the Group Director for Finance Business Partnering & Analytics as Senior Responsible Officer for the VFM Programme
  - Daily contact with key stakeholders across all departments
  - Regular meetings and interaction with Ministers and the Ministerial Oversight Group for the Programme
  - Meetings with Chief Officers (Tier 1 Directors), Senior Leadership Group (Tier 2 Directors) and Service Heads; providing guidance and oversight to support and develop the programme, demonstrate organisational progress and embed good practice.
  - Communication and development of a close business relationship with the Continuous improvement community
  - Deputise for the Group Director for Finance Business Partnering & Analytics at various customer-facing forums for the relevant department on an ad-hoc basis and represent the States at relevant member level meetings and local and national forums when required.
  - Driving strong relationships with Chief Officers and their departmental senior leadership teams, to influence the transformation agenda in order to embed VFM values and behaviours across Government and effect positive change.
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## Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to Degree level in a subject that demonstrates a high level of business and equivalent qualifications or experience</p> <p>One or more recognised Project or change Management Qualifications (MSP, PMI PgMP, PRINCE2, AGILE, Lean, 6Sigma)</p>	<p>Member of a Professional Organisation Postgrad / MBA / CA qualifications</p>
<p><b>Technical/Work-based Skills</b></p> <p><b>This relates to the skills specific to the job, e.g. language fluency, vehicle license et</b></p>	<p>Analytical skills to understand highly complex problems or situations, select the appropriate approach to resolve the problem.</p> <p>Ability to turn strategy into reality and plan a highly complex programme of work considering interdependencies, resource and cost implications.</p> <p>The ability to scope, plan, implement and realise the benefits of a project through interpretation of quantitative and qualitative information.</p> <p>Demonstrable skills using a range of IT packages such as Micro</p>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Advanced knowledge of;</p> <ul style="list-style-type: none"> <li>• The States of Jersey Finance Law, or a comparable organisation, and its strategy, ministerial functions, policy developments, and the ability to apply financial analysis and advice to the above</li> <li>• Specialist knowledge of programme management methodologies and governance.</li> </ul> <p>Detailed knowledge of implementation and benefits realisation of systems in support of change business change and continuous improvement</p> <p>Strong working knowledge of design, implementation and service management areas such as systems</p>	<p>Knowledge of;</p> <ul style="list-style-type: none"> <li>• The interaction between ministers and officials – how officials provide advice for ministers to act upon</li> <li>• Understanding of the role of Government and Department's key objectives, risks and issues.</li> <li>• GoJ project management processes</li> <li>• CPMO framework and requirements</li> </ul>

	integration, requirements definition, infrastructure and installation	
<p><b>Experience</b>  <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive – e.g. 3 years post-qualification experience).</i></p>	<ul style="list-style-type: none"> <li>• <b>Leadership &amp; management:</b> Significant experience leading, inspiring and developing teams.</li> <li>• <b>Strategic thinking:</b> experience developing and implementing strategy and/ or strategic programmes – demonstrable evidence of turning plans into reality.</li> <li>• <b>Project &amp; Resource management:</b> exceptional skills in allocating and identifying resources, across multiple projects, to ensure the programme works as planned, while ensuring risks are satisfactorily identified and addressed.</li> <li>• <b>Stakeholder management &amp; Negotiation Skills:</b> in selling ideas to a variety of stakeholders, influencing people to work towards a common goal and dealing with various moving part of the programme.</li> <li>• <b>Analytical Skills:</b> exceptional ability to collect and integrate data from various programme into your decision making, advice and reporting. Ability to identify issues in the programme and its projects and find, influence and secure effective solutions.</li> <li>• <b>Communication skills:</b> using persuasive oral and written communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis and clear presentation of data to support appropriate strategies and policies at a ministerial and corporate level.</li> <li>• Use of project management software packages and experience in developing reports and visualisation, combined with the ability to analyse and present statistical and performance data</li> <li>• Research into best practice in one or more of the following; continuous improvement models, Customer experience strategy, change management, organisational development.</li> <li>• Experience in driving efficiency and savings projects in a similar environment.</li> <li>• Exposure to ministers, or equivalent, with experience communicating effectively and delivering key messages at a suitable level</li> <li>• Experience working alongside senior stakeholders within the public sector</li> </ul>

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.