

JOB DESCRIPTION

JOB TITLE:	Head of Transformation Programmes (Organisational Improvement Plan)
MANAGED BY:	Assistant Chief Executive
GRADE:	Head of Service 1

EVALUATION CHECKLIST

Approx. size of team:	4
Key accountabilities:	Delivery of the Organisational Improvement Plan (OIP); programme governance; transformation team leadership; cross-organisational coordination; benefits realisation; stakeholder engagement.
Key relationships:	Assistant Chief Executive and Chief Executive's Office, PMO team, Corporate Leadership Team, HR, Finance, Digital and Technology, external delivery partners, internal project leads, programme sponsors.

THE ROLE

Deliver the transformation portfolio that will shape the future of the Combined Authority.

This is a pivotal leadership role in the Assistant CEO Directorate, overseeing the delivery of the Combined Authority's Organisational Improvement Plan (OIP) – a strategic programme of work to transform our internal capability, processes and culture.

This role also plays a key part in positioning the organisation for the next phase of its evolution – including ambitions to secure *Established Authority* status and deliver against the commitments of the *Integrated Settlement*. These reforms place Combined Authorities at the heart of the UK's regional growth agenda, making this a unique opportunity to drive lasting internal transformation that enables wider economic and social impact.

Reporting to the Assistant Chief Executive, you will lead a small cross-functional team to ensure change is well-governed, aligned to strategic priorities, and delivering measurable improvement. You will coordinate interdependent projects across HR, Finance, Digital and other services, ensuring delivery confidence, clear reporting, and active stakeholder engagement.

This is an exciting opportunity to lead the delivery of organisational change from the centre – combining structured programme management with agile, people-centred transformation approaches.

Key Attributes

Strategic Delivery Lead

Drives delivery of a high-profile transformation portfolio with discipline, structure and a clear focus on outcomes.

Change and Engagement Champion

Brings people on the journey, engaging leaders, services and delivery teams in inclusive, well-managed change.

Skilled Programme Manager

Applies best-practice tools, assurance frameworks and benefits-led thinking to complex, cross-cutting change activity.

Collaborative Influencer

Builds alignment across internal teams and external partners, securing buy-in and maintaining momentum across a diverse programme landscape.

Hands-On and Impact-Oriented

Leads from the front – getting into the detail where needed, solving problems, and removing blockers to delivery.

KEY RESPONSIBILITIES

Lead the Delivery of the Organisational Improvement Plan

Manage the full lifecycle of the OIP portfolio, ensuring projects are delivered to scope, time and budget. Lead programme planning, reporting, benefits tracking and risk management, ensuring delivery confidence is maintained and communicated across governance forums.

Coordinate the Transformation Portfolio

Oversee a small internal transformation team and coordinate cross-functional project activity across enabling services. Work closely with sponsors and delivery leads to identify interdependencies, prioritise activity and escalate issues where required.

Embed Best Practice Programme and Change Management

Apply the Combined Authority's PMO standards and frameworks to ensure robust governance, reporting and assurance. Support the use of structured change management methods and behavioural insights to ensure successful implementation and adoption of change.

Engage and Influence Stakeholders

Work with a wide range of internal stakeholders – from senior leaders to front-line teams – to ensure effective collaboration and engagement. Provide regular updates to programme boards, the PMO, and the Assistant Chief Executive.

Support Organisational Capability and Maturity

Contribute to the development of PMO frameworks, tools and guidance that enhance organisational maturity in programme and change delivery. Share lessons learned and champion continuous improvement.

The role will work closely with the Chief Executive, Assistant Chief Executive, and Director of Strategy to ensure transformation activity is aligned to organisational priorities, strategic direction, and senior leadership expectations.

PERSON SPECIFICATION - ESSENTIAL CRITERIA

Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent professional experience.
- Programme or project management qualification (e.g. MSP, APM PMQ, PRINCE2).
- Strong understanding of organisational transformation principles and change management approaches (e.g. PROSCI, APMG Change Management).

Experience

- Experience of managing and delivering large-scale organisational change or transformation portfolios in a complex environment.
- Demonstrable experience of applying structured programme and project management methodologies.
- Experience of managing multidisciplinary teams and matrix working.
- Track record of building strong working relationships with senior stakeholders and internal delivery partners.
- Familiarity with public sector or politically led environments.

Skills and Competencies

- Strong delivery focus and ability to drive forward change in a structured, evidence-based way.
- Skilled communicator with the ability to present complex information clearly and persuasively.
- Strong organisational and planning skills with the ability to manage competing priorities.
- Analytical thinker with the ability to interpret data and support decision-making.
- Collaborative and inclusive approach to team leadership and stakeholder engagement.