

Programme Manager (Local Electric Vehicle Infrastructure)

Job Description

Directorate:	Place		
Service:	Environment & Regulatory		
Location:	County Hall / Hybrid		
Salary range:	£55,612 - £60,147	Grade:	12
Reports to:	Head of Service Environment	Staff responsible for:	Currently 3

Job purpose and scope

Lancashire County Council is recruiting an experienced and professionally competent Programme Manager to provide strategic leadership and manage delivery of the County Council's Local Electric Vehicle Infrastructure (LEVI) programme.

The postholder will oversee the effective delivery, contract management and financial oversight of the £10.1m LEVI capital programme and associated electric vehicle infrastructure programmes, ensuring ensuring robust programme and project governance and alignment with the County Council's priorities.

At a senior level the role will influence, shape and challenge to ensure continuous operational, performance and efficiency improvement. It requires a high level of professional expertise and experience, exercising a large degree of independent professional responsibility and discretion.

Working within a politically sensitive environment the role will require liaison with Members, other council services, partner agencies, stakeholders and the community.

As Local Government Reorganisation continues the post holder will need to provide leadership to continuously adapt, be resilient, future-ready, and align with long-term organisational ambitions.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

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Leading Lancashire – Our Leadership Framework



Leading Lancashire

Our Leadership Framework

Our Vision and Values We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.”

This vision is at the centre of everything we do. Embedded in our identity are our values: *Supportive, Innovative, Respectful, and Collaborative*, our guiding principles that enable everyone to thrive.



Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

Responsibilities, Capabilities, Behaviours, and Results.

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Levels of Leadership

The Leading Lancashire framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

VISIONARY (Long-Term Direction):

Level 1 & 2 Leadership – Executive Directors and Directors
Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

SHAPING (Medium to Long-Term Strategy):

Level 3 Leadership – Heads of Service
Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation's success in the medium to long term.

OPERATIONAL (Short-Term to Immediate Effectiveness):

Level 4 Leadership – Management Roles
Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the Leading Lancashire framework.

Accountabilities/Responsibilities

- Lead programme management activity and provide strategic oversight for the Council's Local Electric Vehicle Infrastructure (LEVI) programme and associated projects.
- Collaborate closely with and provide expert advice to the Council's senior leadership team, lead elected members, to support informed decision-making and effective governance.

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- Ensure efficient and cost-effective management of services within available resources, maintaining robust budgetary control.
- Identify and deliver change within the service area to ensure continuous operational, performance and efficiency improvement.
- Identify, assess and manage risks, issues, assumptions and interdependencies, escalating matters appropriately
- Build and develop partnerships and relationships with members, senior officers, external organisations and the community to ensure services are developed in line with changing priorities and needs.
- Develop, manage and motivate a team which aspires to high standards of work and behaviour.
- Represent the Council at external forums, conferences and meetings to build professional networks and influence wider policy agendas.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

[DATE]

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- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

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Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Educated to degree level or equivalent in a related or substantial vocational experience in a relevant technical, scientific, specialised or operational field

Experience

- Significant professional and management experience in delivering transport programmes and project / contract management within a large and/or complex operation/function/service
- A proven record of delivering high quality capital programmes and budget management against challenging objectives and resources.
- Experience of maintaining governance, risk, issue, dependency and reporting controls across multiple strands of activity.
- Successful financial management including prioritisation within decreasing resources.
- Experience of working at a senior level to engage, guide and influence within the area of responsibility.
- Experience of leading, inspiring and motivating teams to drive services forward, achieving high quality delivery within reducing resources.
- Experience of working across multiple stakeholders and organisations to achieve shared outcomes.

Essential knowledge, skills & abilities

- Highly developed knowledge (broad and/or deep) of the principles, theory and practice of the specialist area of responsibility.
- Knowledge of programme delivery office arrangements and formal governance cycles.
- Strong project and change management skills
- Commercial acumen and financial understanding

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- Comprehensive understanding of the activities and objectives of the Council, both current and future.
- Ability to successfully influence key decision makers at senior levels, both internal and external to the Council.
- Effective Leadership and Management at a senior level of a diverse workforce to support excellence in service delivery.
- Good understanding of the political context at regional and local level and working with Elected Members in a constructive and sensitive way.
- Ability to lead, develop, manage and motivate services/teams in a challenging and changing environment.
- Ability to quickly build credibility with senior managers and stakeholders.
- Ability to embed services which are compliant and fit with the wider organisational strategy.
- Ability to utilise significant judgement to lead the design and delivery of a service/collection of services operational business plans to resolve service issues or improve services; including creative and innovative thinking and risk assessment.
- Ability and experience of leading, mentoring and advising other team members
- Strong written and verbal communication skills, including the ability to produce reports and present complex information clearly to varied audiences.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.