**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JOB TITLE:** | Transformation Programme - Workstream Lead |
| **REPORTS TO:** | Head of Transformation |
| **RESPONSIBLE FOR:** | This is a new role and the post-holder will be responsible for creating and shaping assigned portfolios of projects across the Transformation Programme workstreams.  The post-holder will also be responsible for managing aspects of the Transformation Programme budget, aligned with their project portfolio. The Programme budget will be determined in consultation with the Board, Corporate Leadership Team and Department of Education. |

**JOB PURPOSE**

* Promoting the corporate vision, values and culture of EA as a single regional organisation, through the development and implementation of a range of interdependent projects across the Transformation Programme workstreams.
* Leading the delivery of multiple transformational projects across the Education Authority (and wider NI education system) which will comprehensively review what we do and how we do it in order to ensure that we can continue to deliver quality front line services, which align with EA’s vision and mission, in the most cost-effective and efficient manner.
* Developing trusted working relationships with a breadth of internal and external programme stakeholders to deliver and embed service transformation in the organisation, working to achieve a culture of excellence and continuous improvement.
* Supporting the delivery of the EA’s strategic objectives, all of which underpin our overall goal to provide a high quality education for every child.
* Creating the workstream structures and associated projects within the transformation programme and providing clear leadership for all staff involved to drive service transformation across EA.
* Engaging and influencing programme stakeholders at all levels, across the breadth of the NI education system, to support delivery of the transformation programme and associated projects.
* Guiding and supporting services and operations through the transformation process.
* Promoting good practice in line with statutory requirements, service delivery objectives, industry best practice and respecting Department of Education policy and direction.

**MAIN DUTIES AND RESPONSIBILITIES**

* Define, develop and lead the delivery of workstreams and associated suite of projects within EA’s Transformation Programme, focused primarily on the five cross cutting levers for better outcomes for children: People, Digital, Early intervention & Prevention, New relationships with schools and Partnering.
* Build strong, influential working relationships and work closely with the Head of Transformation to lead engagement across EA, and with project and programme stakeholders.
* Lead the development of programme workstreams, objectives, principles, deliverables, performance indicators, and delivery structures in close liaison with the Head of Transformation and other key stakeholders.
* Act as a role model for change, ensuring that workstream projects are developed in line with up to date thinking and practice.
* Apply creativity, innovation and learning from other geographies and sectors, drawing in expertise from across EA service areas and further afield as needed.
* Build effective alliances to ensure workstream and project priorities are understood and reflect the needs of customers.
* Develop the capacity of project teams and operational services to undertake business analysis, business requirement gathering, solutioning, project management, governance and control and delivery activity across transformational projects.
* Ensure that all transformation projects are delivered in accordance with the corporate approach to project management, including ensuring quality feasibility studies, business cases, and timelines for the evaluation of transformation projects.
* Ensure appropriate links with other projects and strategies within the EA and ensure that appropriate ownership is taken of risks and dependencies between projects, and that these are identified and managed appropriately.
* Support the development and implementation of a Customer Engagement Strategy which will identify appropriate customer access, enable the monitoring of customer satisfaction and identify changes to service areas required to meet customer need and to coordinate the management of the delivery of complex business transformation projects defined within it.
* Support the commissioning of work, where required, with external suppliers and consultants, building positive relationships and ensuring expenditure is controlled and managed to deliver cost effective solutions.
* Effectively manage allocated transformation budgets.
* Lead and manage project teams in line with programme and project requirements.
* Recruit, manage, develop and review team members’ performance to ensure the delivery of an effective service.
* Provide regular written and verbal reports as required.
* Carry out such other duties that may reasonably be required by the Head of Transformation.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

**PERSON SPECIFICATION**

|  |
| --- |
| **NOTES TO JOB APPLICANTS** |
| 1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant. 2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise. 3. The stage in the process when the criteria will be measured is outlined in the table below. 4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. 5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role. 6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria. |

|  |
| --- |
| **SECTION 1 - ESSENTIAL CRITERIA** |

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

|  |  |  |
| --- | --- | --- |
| **Factor** | **Essential Criteria** | **Method of Assessment** |
| **Qualifications/ Professional Membership** | A bachelor’s degree (UK Qualification and Credit Framework Level 6) or an equivalent or higher qualification. | Shortlisting by Application Form |
| **Experience** | A minimum of 3 years’ experience of the successful leadership and management of complex improvement projects within a large service delivery organisation. | Shortlisting by Application Form |
| **Knowledge** | Demonstrable knowledge of the current and anticipated challenges facing the education sector. | Shortlisting by Application Form |
| **Skills / Abilities** | Evidence of achieving measurable improvement at organisational level through transformation and innovative activity. | Shortlisting by Application Form |
| **Other** | Have access to a suitable vehicle (appropriately maintained and insured for Education Authority business) that will enable you to carry out the mobility requirements of the post in an efficient and effective manner;  OR  Provide sufficient information to satisfy the employer that you have access to an appropriate alternative form of transport that will enable you to carry out the mobility requirements of the post in an efficient and effective manner. | Shortlisting by Application Form |

|  |
| --- |
| **SECTION 2 - ESSENTIAL CRITERIA** |

The following are **additional** **essential** criteria which will be measured during the interview/selection stage.

|  |  |  |
| --- | --- | --- |
| **Factor** | **Essential Criteria** | **Method of Assessment** |
| **Skills / Abilities** | Demonstrable experience of successfully influencing a wide range of internal and external stakeholders to achieve organisational outcomes.  Proven ability to achieve targets/objectives and meet challenging deadlines, through leading and motivating multi-disciplinary teams. | Interview  Interview |
| **Values Orientation** | Evidence of how your experience and approach to work reflect EA’s Values. You will find information about our Values here INSERT LINK. | Interview |

|  |
| --- |
| **SECTION 3 - DESIRABLE CRITERIA** |

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.