



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	People and Change
Post Title	Delivery Manager
Post Number	
Accountable to	Senior Delivery Manager
Leadership responsibility for	Delivery Officers (where applicable)
Key leadership relationships	Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role falls within the Blended Working Policy
Last updated	May 2024

Job Description - Principal purpose of job (role summary)

As Delivery Manager you will support the Senior Delivery Manager to oversee the delivery of projects and change management with Adur and Worthing Council

You will play a pivotal role in coordinating project teams, facilitating communications between multi-disciplined teams, managing interdependencies and removing impediments to ensure timely and high-quality project delivery, ensuring alignment with agile principles and practices.

You will manage programmes within the portfolio of one of our four missions - Thriving People, Thriving Places, Thriving Environment and Thriving Economy as outlined in [Our Plan](#), to support the delivery of our [Organisational Design programme](#).

Our Organisational Design programme helps transform our services so they can better deliver the priorities of Our Plan in a way that works with our staff, communities and partners to adapt to changing need and helps us be resilient for the future

You will be responsible for ensuring programmes in your portfolio are delivered to high quality, on time and on budget. You will also be responsible for monitoring and reporting on performance for your mission portfolio in a way that is aligned to the organisation's governance.

You will build strong relationships with teams from across the council, as well as residents, councillors and partners to make the best use of their strengths & resources to achieve the outcomes of your programmes.

You will work with relevant teams to enable the programmes you manage to make the best use of the Council's levers to support the delivery of change in your portfolio. This includes but is not limited to service design, communications & engagement, workforce development, digital and physical assets, commercial & contract management and resident & partner participation.

You will take an agile approach to managing the programmes, through discovery, design, testing and embedding outcomes, being skilled at using digital technology to manage programmes and support teams in the design and delivery of activities

You will work in a Delivery Management matrix, led by the Senior Delivery Manager, which will coordinate the delivery of programmes within the mission portfolios and Organisational Design. As well as the responsibilities above, you will - alongside other Delivery Champions - champion and support the development of practices & tools across the organisation that help staff managing programmes to deliver effectively.

As councils, we are committing to a new operating model which will bring digital and data into the heart of the organisation. As a leader in the organisation we will ask you to champion this shift and to ensure that your own practice and your service is demonstrably adopting new ways of working.

As a leader within our organisation you will embrace and bring to life our three core principles - resilience, adaptability and participation - embedding them in the daily working practices of the team.

Main duties, tasks and responsibilities of post holder

Leadership responsibilities
<i>Create a culture of adaptivity and creativity, setting the direction by role modelling our behaviours and principles</i>
<i>Work to make teams more representative of the communities they serve in terms of equalities and inclusion</i>
<i>Build strong working relationships and embed a culture of genuine collaboration and partnership working across the organisation</i>
<i>Provide positive and inclusive leadership - acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace whilst ensuring that any concerns are addressed promptly</i>
<i>Bring creativity and innovation to problem solving with your team - co-create a range of imaginative solutions or options, identifying the risks associated with each option</i>
<i>Drive your team's focus on delivering a quality and committed service and gather the data needed to provide effective performance management and development</i>
<i>Develop effective multi disciplinary teams for missions focused work, ensuring you have the right people from across the organisation to deliver the required outcomes</i>
<i>Promote the service and Councils positively at all times</i>

Role specific Duties and responsibilities
<ul style="list-style-type: none">• Collaborate with stakeholders to define project scope, objectives, and deliverables.
<ul style="list-style-type: none">• Coordinate the delivery and programme management of projects and missions within the Missions portfolio
<ul style="list-style-type: none">• Create and maintain project plans, schedules, and Milestones
<ul style="list-style-type: none">• Use Agile methodology including sprint planning, sprint reviews, and retrospectives.

<ul style="list-style-type: none"> • Monitor project progress, identify risks, and implement mitigation strategies
<ul style="list-style-type: none"> • Serve as a focal point of communication between cross-functional teams, ensuring transparency and collaboration.
<ul style="list-style-type: none"> • Provide coaching and mentorship to team members on Agile principles, practices, and methodologies.
<ul style="list-style-type: none"> • Cultivate strong relationships with stakeholders, keeping them informed of project status and progress.
<ul style="list-style-type: none"> • Generate reports and dashboards to provide visibility into project status and metrics.
<ul style="list-style-type: none"> • Work alongside our digital rapid improvement programme, including service designers to ensure new ways of working and best practices are successfully embedded into teams.
<ul style="list-style-type: none"> • Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies those relating to Customer Care and Equal Opportunities
<ul style="list-style-type: none"> • Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers

and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

<p>The core skills and competencies below are taken from our organisational Skills and Competencies Framework v1.0 and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.</p>	
Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>
Manager Competencies	<p>Take a strategic approach to managing policy development, financial resources, and evaluate risks in order to mitigate against them.</p> <p>Be agile in decision making and adopt an open mindset to managing change in different settings, and be able to reflect on your own performance and that of others in order to drive improvement.</p> <p>Facilitating the contributions of others to a range of outward facing activities and adopt a storytelling approach to sharing good practice.</p>

	Use a range of different communication skills to share your vision and influence others, while using the organisation's governance processes to work with Members effectively
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	Essential	Desirable
Qualifications	Project Management qualification or high level of relevant project management experience.	
Knowledge	Knowledge of Agile methodologies. Strong understanding of data management and data management systems.	Understanding of how local government operates
Experience	Proven experience as a Delivery or Project Manager or similar role, preferably in an Agile environment.	Experience of using coaching methodology to support teams achieve shared goals and outcomes.
Communication	Excellent communication, interpersonal, and leadership skills with the ability to communicate complex ideas clearly and simply, particularly when communicating between technical and non technical colleagues.	
Relationship Building	Commitment to fostering a collaborative and inclusive team culture. Ability to build trust with stakeholders at all levels.	

Analytical	Ability to manage, identify, evaluate and present the data needed to evidence progress.	Research skills
Planning/ Organising	Ability to thrive in a dynamic and fast-paced environment, managing multiple projects concurrently.	
Other requirements	Valuing kindness and compassion in the workplace Acceptance of political restriction (if applicable) Ability to work with complexity and ambiguity Able to travel within the Adur and Worthing Districts	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	