**Job Description**

**Change Lead**

**Career Graded Level 10-11**

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| **Responsible To:** | **Responsible For:** |
| Senior Change Lead | N/a |

**About the job:**

To manage organisational change projects from conception to delivery, this role will lead on exciting projects and programmes, working with senior officers to develop and deliver future proof services.

**Role:**

**At Level 10**

To lead on the management and operational delivery of a range of key and complex projects across the councils, ensuring good project governance is maintained and that projects are planned and managed using project management methodology.

To build and manage relationships with a range of stakeholders and partners to ensure the successful delivery of projects.

To ensure that any project spend is monitored against the project budget and any internal financial systems are kept up to date.

**At Level 11**

End to end delivery of key transformation initiatives and projects including researching policy and best practice, writing businesses cases, developing plans and strategies, undertaking consultation, project delivery and benefits realisation.

To support the development and delivery of the Digital Strategy. To advise senior managers and members on approaches to improving services.

Enabling transformation by working across the council and within communities to ensure that all stakeholders are fully engaged in the change process

Ensuring change is effectively embedded and championing a culture of effective change management.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* Relevant higher level qualification or equivalent experience
* Evidence of continuing professional development

**Experience**

* Experience of digital transformation and digital inclusion
* Experience of delivering complex technical projects and initiatives involving change at scale
* Experience of consultation with both internal and external customers
* Experience of working in a complex political environment, advising officers, managers and partners on approaches to effective partnership working.
* Significant experience of leading the delivery of multiple projects or programmes.
* Knowledge of project management tools and techniques with experience of applying these to ensure successful project outcomes.
* Experience of cost/ budget monitoring.

**Skills and Abilities**

* A learning mindset and the ability to identify opportunities to learn from others
* Ability to communicate effectively and persuasively at all levels across the council and with outside organisations
* Excellent IT skills
* Ability to analyse and interpret statistics and prepare and deliver briefings and/or presentations.

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.