



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Programme Director - Devolution
Job Reference	TBC
Service	Place & Growth
Team	Place & Growth
Location	Shute End, Wokingham / Bridge Street, Reading
Reports to	Reporting to Reading Borough Council Chief Executive and SRO for the Berkshire Devolution Programme. Employed by Wokingham Borough Council as the accountable body and in this regard reporting to the Director of Place and Growth.
Responsible for	Programme Manager (devolution)
Grade	TBC circa £130k FTE pro rata (secondment).
Contract Type	Fixed Term - 1 Year (Subject to review)
Hours	3 to 4 days per week.

Main Accountabilities	
1.	<p>Strategic leadership and programme co-ordination</p> <ul style="list-style-type: none">Lead the development and delivery of the regional devolution vision, strategy and business case to central government in collaboration and on behalf of Berkshire.Co-ordinate and drive activity across six thematic workstreams: strategic transport & infrastructure; community wellbeing & identity; skills & employment; public service reform; strategic planning & housing; and economic development & inward investment.Lead development of an agreed operating model and governance structure for a shadow MSA.Ensure robust programme management, risk mitigation, and appropriate governance for key decisions across all devolution workstreams.
2.	<p>Stakeholder engagement and influence</p> <ul style="list-style-type: none">Build and maintain strong relationships with local authority Leaders, Chief Executives, public sector partners (including police and health), businesses, and the third sector.Lead on designing and implementing robust engagement and consultation strategies to ensure the views of residents, communities, businesses, and the voluntary sector actively inform the devolution process and proposals.Represent Berkshire at regional and national forums, advocating for the area's interests





	<ul style="list-style-type: none"> Work collaboratively with devolution leads across the proposed MSA area to shape the Strategic Mayoral Authority's structure and governance.
3.	<p>Proposal development and advice</p> <ul style="list-style-type: none"> Develop a robust evidence base for Berkshire to support devolution proposals, drawing on data, research, and stakeholder insight. Work collaboratively with the devolution leads across the proposed MSA area to develop the devolution proposition to government ensuring the voice and profile of Berkshire is clear. Act as the principal advisor to political and executive leadership on devolution matters.
4.	<p>Team leadership and resource management</p> <ul style="list-style-type: none"> Lead a virtual team of officers and commission and manage consultants as required, working across organisational and workstream boundaries. Coordinate activity with the Prosperity Board Programme Director as required. Ensure effective use of resources to support programme delivery.
5.	<p>Key Tasks:</p> <ul style="list-style-type: none"> Coordinate the preparation and submission of a devolution proposal, demonstrating strong delivery against the Government's criteria and priorities Coordinate the development of a robust and costed operating model and governance framework for the shadow MSA including implementation plan. Develop and maintain a shared evidence base to support negotiations and decision-making. Lead cross-authority working groups and ensure effective communication and delivery across all areas, escalating as necessary. Coordinate engagement and consultation activities with a wide range of stakeholders and communities across Berkshire to both inform and promote the devolution proposal. Monitor and report on progress to the SRO, Chief Executive Group, Berkshire Prosperity Board as well as to joint governance structures as required. Ensure compliance with statutory duties, transparency, and accountability frameworks.
6.	<p>Health & Safety/Risk Management</p> <ul style="list-style-type: none"> Ensure that all aspects of the Council's Health & Safety Policies and Procedures are adhered to Be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of corporate and service objectives.

Person Specification	Essential
Education/Qualifications	Educated to degree level or equivalent professional experience.
	Evidence of continuous professional development
Experience	Significant experience of leading or delivering place-shaping or economic development programmes at organisational and regional level.
	Experience in the formulation of strategic policy, analysis and advice to senior managers and Members.
	Demonstrable ability to manage complex and dynamic relationships with high profile stakeholders in a political environment, including politicians and central government.
	Experience of implementing high profile strategy and delivery plans from concept through mobilisation to delivery.
	A successful track record of working in partnership to negotiate, agree, and influence outcomes to help further corporate objectives.





	Experience of senior management in large, diverse and complex organisations and systems, including leading, motivating, managing, and developing teams in a matrix environment to achieve desired outcomes.
	Experience of successfully delivering projects at scale with central and local government.
	Experience in building and maintaining effective strategic partnerships across sectors in a complex landscape to deliver shared outcomes.
	Experience of delivering public service reform across partnerships and systems.
	Experience of delivering community and stakeholder engagement to inform effective project delivery.
	Experience
Knowledge	Excellent understanding of current devolution policy, regional and local government structures, and public sector reform.
	Familiarity with the English Devolution White Paper and other recent policy announcements on local government reform.
	Knowledge and understanding of large and complex public service organisations.
	Good understanding of local government operations and how Council services interface with key public service partners e.g. police, health.
	A thorough understanding of governance arrangements within local government.
Skills and Ability	An effective communicator and influencer, able to develop shared approaches, values and objectives with colleagues and other key stakeholders.
	An enabler, with the ability to manage a wide range of complex issues and agendas at the same time and drive change through influence and diplomacy.
	Tenacity and resilience, for example challenging existing ways of doing things and raising performance and standards.
	The ability to lead, develop and motivate staff and teams within a matrix environment in order to effect change and deliver desired outcomes.
	Excellent judgement and analytical skills with the ability to broker solutions to complex problems.
	Political awareness and good political judgement, with an ability to quickly gain the confidence of Members, senior managers, partner organisations etc.
	A creative and pragmatic approach to overcoming obstacles.
	Ability to provide timely & accurate written and verbal advice for Berkshire Chief Executives and Leaders in order to develop and articulate the strategic direction of the devolution proposal.
	Ability to work collaboratively with stakeholders, obtaining the trust of a wide range of individuals and organisations, working as part of multi-function teams.
	Commitment to and understanding of equalities issues, with a commitment to corporate policies including the Equal Opportunities Policy.
	Excellent communication and negotiating skills with the ability to present complex issues in a simple and easy to understand way for internal and external audiences.
	Ability to manage conflicting demands to tight timescales.
	Ability to work flexibly, including attending evening meetings if required.





Purpose Details	
Role Purpose	<p>The Programme Director - Devolution will lead the coordination and development of Berkshire's contribution to the emerging Mayoral Strategic Authority (MSA) proposal for the Thames Valley (exact configuration to be confirmed), on behalf of the Berkshire Prosperity Board. Working closely with Council Leaders and Senior Officers across all six Berkshire local authorities, the postholder will drive forward the region's devolution ambitions in line with the vision and priorities set by the Berkshire Prosperity Board, the English Devolution White Paper, and forthcoming legislation.</p> <p>This is a pivotal leadership role requiring strategic vision, political acumen, and the ability to build consensus across varied partnerships which operate across Berkshire and the wider proposed MSA area. The Programme Director will work closely with their counterparts across the potential MSA area and engage with local Leader's, and key stakeholders to shape and deliver a compelling devolution proposition.</p>

Supervision and Relationships	
Supervision Received	<p>Reporting to Reading Borough Council Chief Executive and SRO of the Berkshire Devolution Programme. The post will work across all six Councils and be accountable to the Berkshire Prosperity Board.</p> <p>Employed by Wokingham Borough Council as the accountable body and in this regard reporting to the Director of Place and Growth.</p>
Supervision Given	<p>Support and management of a Programme Manager. The number and nature of reports to the post is likely to change over the period of the contract as progression is made towards a strategic authority.</p>
Contacts	<p>Jackie Yates, CEX Reading Borough Council</p> <p>Giorgio Framalicco - Director Place and Growth, Wokingham Borough Council.</p>

Resources/Budget Management
<p>Budget will be minimal at commencement but is likely to grow as the programme develops, subject to funding.</p>

Special Requirements
<p>This is a politically-restricted post, and the post holder cannot be elected as a councillor in any local authority.</p>





The role will be hybrid in nature. It will require in person attendance at some meetings and travel across the Thames Valley area (including but not limited to Berkshire, Oxfordshire, Bucks and Swindon)

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y (working from home)
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Disabled Adults	N
Work Environment Details	Wokingham Borough Council / Reading Borough Council and all other Berks Councils when required.





Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)		Details
DBS Requirement	N/a	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)	

Re-checks
<Details of required regular checks in line with regulations.>

