

Job and Person Profile (JPP)

Job details	
Job title	Programme Director of Local Government Reorganisation (LGR)
Job Reference	23375
Grade and Salary	Assistant Director (Higher) - £110,100 - £121,785 per annum
Service and Team	Hosted by Suffolk County Council, reporting directly to the Joint Chief Executive with responsibility for LGR
Location	Endeavour House, 8 Russell Road, Ipswich, Suffolk IP1 2BX (Hybrid working with a requirement to be in the office three days per week)
Hours per week	37
Status	Permanent
This role may offer the following flexible working options	<ul style="list-style-type: none"> • Working compressed hours (e.g. a nine-day fortnight) • Use of flexitime / time off in lieu • Working from different Council buildings • Working adjusted core hours (e.g. starting later and finishing later or other patterns)

Main purpose of the job

As councils across Suffolk come together to create new unitary arrangements, our focus is on delivering a transition that is safe, legal, financially credible and centred on continuity of services for residents.

Local Government Reorganisation (LGR) represents one of the most significant public sector change programmes the county has undertaken. It requires strong system leadership, pace, collaboration and assurance to ensure new authorities are operational, resilient and credible from vesting day.

The Programme Director provides single-point accountability for the end-to-end delivery of LGR in Suffolk.

The role is responsible for translating Government decisions and locally agreed proposals into a fully assured, integrated delivery programme, ensuring that new unitary arrangements are operational from vesting day, with continuity of services for residents and compliance with all statutory, financial and governance requirements.

The postholder will lead a single, system-wide Programme Management Office (PMO) and act as the principal operational interface with central government, Members, Chief Executives and senior partners.

About the Programme and Operating Environment

The role operates within a complex, multi-council and politically sensitive environment, working across governance, finance, workforce, digital, assets and service transition.

Although the role is employed by Suffolk County Council, the Programme Director will be accountable to the LGR implementation team, elected members (members of the Joint Committees and subsequent shadow councils) and Chief Executives in order to:

- Lead a system-wide LGR delivery programme aligned to statutory requirements and accelerated timescales.
- Provide assurance, grip and transparency across all workstreams and predecessor authorities.
- Support transition through vesting and into early stabilisation and transformation.

What you will be expected to deliver in the role

Programme leadership and accountability

- Act as the named accountable delivery lead for the LGR programme, reporting to the Senior Responsible Owner
- Translate Government decisions and local proposals into an integrated, costed and time-bound programme plan with clear milestones and dependencies
- Maintain alignment between political ambition, statutory compliance and operational delivery

Programme Management Office (PMO) leadership

- Establish, resource and lead a single system-wide PMO
- Set and enforce consistent standards for planning, reporting, risk, issues, dependencies, benefits and readiness
- Provide transparent, high-quality reporting to elected members (members of the Joint Committees and subsequent shadow councils), Chief Executives and Govt
- Create and maintain readiness criteria and assurance gateways to support key decisions

Governance, democracy and legal transition

- Lead the design and implementation of new governance and constitutional arrangements
- Oversee preparations for shadow authorities, elections, warding/boundaries and Member induction
- Ensure full compliance with statutory orders, directions and assurance requirements

Finance, assets and benefits realisation

- Work with Section 151 Officers to assure opening balance sheets, council tax harmonisation and a consolidated Medium-Term Financial Strategy, enabling the new unitary councils to meet the financial responsibilities
- Protect, track and evidence the benefits baseline, including savings, efficiencies and reinvestment commitments
- Ensure clear and orderly financial handover into post-vesting transformation

Digital, data and service continuity

- Assure Day One readiness across customer access, ICT, digital platforms, data migration and core systems
- Oversee service continuity planning, rehearsals and incident management to minimise disruption to residents

Stakeholder, partner and government engagement

- Act as the principal operational interface with central government on LGR assurance and reporting
- Build trusted relationships with Members, senior officers, partners and anchor institutions
- Lead clear, consistent communications to staff, partners and residents throughout the transition

Resources, risk and compliance

- Manage programme resources and budgets effectively, ensuring value for money
- Maintain a comprehensive risk management framework with early identification and mitigation of risks
- Ensure compliance with statutory, governance, equality and health & safety requirements

This list is not exhaustive, and the requirements will evolve as the programme develops.

Indicative success measures

- Safe and legal transition to new unitary arrangements with minimal service disruption
- New authorities are operational and credible from vesting day
- Robust governance, operating models, systems and workforce arrangements in place
- Clear, auditable benefits realisation and financial sustainability
- Positive confidence and engagement from Members, staff, partners and residents

Person Profile – what you will bring to the team

Personal values

1. Strategic, analytical thinking with the ability to translate vision into practical delivery
2. Calm, resilient and authoritative leadership under pressure
3. High levels of political awareness, judgement and discretion
4. Inclusive, collaborative leadership style that fosters a culture that embraces innovation, value for money and an outcome-focused approach for the people we serve.
5. Commitment to equality and public service values
6. Strong focus on outcomes, benefits realisation and legacy
7. Confidence and authority to challenge senior leaders constructively, maintain pace, and hold a complex system to account.

Qualifications & Professional Memberships

8. Degree-level qualification (or equivalent experience) in public administration, policy, business, strategy, programme management or related fields.
9. Evidence of continuous professional development.
10. Professional qualification or demonstrable expertise in programme management (MSP, PRINCE2, PgMP, PfMP) or strategic leadership disciplines.

Specialist Knowledge, Skills & Experience

11. Senior executive-level leadership of large-scale, complex transformation or reorganisation programmes
12. Proven leadership of a system-wide PMO or programme delivery function
13. In-depth knowledge of LGR legislation, processes and statutory frameworks
14. Strong experience of working with elected Members in politically sensitive environments
15. Significant financial acumen, including management of multi-million-pound budgets
16. Strong programme assurance, risk management and reporting capability
17. Digitally literate, with the ability to use data to support decision-making

Additional Requirements

18. Significant flexibility is required, including frequent travel across Suffolk and regular evening meetings with Members and partners.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment could be made.

If you think you have what it takes to be successful in this role, even if you don't meet all the criteria, please apply. We'd appreciate the opportunity to consider your application.

Travel requirements

You will need to travel, so you must either hold a full, current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.