



## Role Profile

<b>Role Title</b>	Programme Director - Devolution  (2-year fixed-term contract, with potential extension by up to 12 months subject to mutual agreement)
<b>Reference Number</b>	
<b>Service</b>	Chief Executive's Office
<b>Reports to</b>	Chief Executive Officer

## Role Purpose

Lead a programme team and work with internal and external stakeholders to achieve targeted results, priorities and statutory requirements. Accountable for delivery, effectiveness, corporate support and community outcomes, the role is critical to the achievement of devolution for Oxfordshire County Council and the wider devolution area. The focus is on driving devolution by translating strategy into successful delivery and delivering service excellence for the residents of Oxfordshire.

Lead the strategy and delivery for devolution and work with the Director of Local Government Reorganisation to promote and develop a new form of regional governance for Oxfordshire. This is a fixed term project, delivering a substantial and complex change for the county council, reporting into the OCC's Chief Executive Officer (who is the lead CEO for devolution) and supporting a network of regional chief executives.

Responsible for driving Oxfordshire County Council's (OCC's) Delivering the Future Together (DTFT) values and the devolution principles, being a role model within and throughout the organisation as organisational leaders, to deliver excellent services to Oxfordshire's residents. [Delivering the Future Together](#), is our ambitious transformation programme enabling the organisation to be an employer, partner, and place shaper of choice. Lead on OCC's value of '[daring to do it differently](#)', as the organisation continues to strive to do better.

## Corporate Accountabilities

- Work with senior leaders across the wider region, and with government, to establish and develop a new high-performing and inclusive authority, delivering an excellent service for residents and communities through an ambitious programme of change.
- Inspire, motivate, and develop leaders and staff, to create a positive and inclusive working environment that creates a culture of trust, collaboration, and ambition where all belong and thrive and perform at their best to deliver excellent services to residents.
- Work corporately to remove barriers and enable staff to be entrepreneurial and innovative, and work with stakeholders across organisational boundaries to co-design inclusive and joined-up services that are efficient, effective, and meet the requirements of residents and communities.
- Align portfolio with the County Council's strategic priorities, developing annual plans and ensuring resources (staff, resources, assets) necessary to achieve objectives against priorities with appropriate consideration for medium-term requirements.
- Lead considerable change and transformation across services, while ensuring continuity in performance, financial constraints, and statutory obligations.
- Negotiate and collaborate with residents, Members, other County Council departments, and external stakeholders to develop joined up solutions that effectively serve Oxfordshire and its residents.
- Act as a Leader, creating an environment in which the County Council can jointly design, commission (if required), and deliver outcomes with partners, by unlocking barriers and monitoring the success of these partnerships.

- Serve all Members and work with the Cabinet and the relevant Cabinet Member(s) as the County Council's expert on devolution and provide advice, guidance, clarity and insight into functional delivery and performance.
- Deputise for the Director of Local Government Reorganisation as required.

## Portfolio Accountabilities

- **Strategic Leadership:** Providing strategic direction for the devolution agenda across Oxfordshire and regional partners. This involves developing and implementing devolution strategies aligned with government priorities and regional needs.
- **Stakeholder Engagement:** Building and maintaining strong relationships with a wide range of stakeholders, including central government departments (e.g. Ministry of Housing, Communities & Local Government), local council leaders, chief executives, businesses, universities, and community representatives. This includes effective communication and negotiation.
- **Programme Development and Implementation:** Leading the design, development, and implementation of devolution programme and initiatives. This involves creating comprehensive plans, defining governance structures, managing budgets, and ensuring effective delivery.
- **Policy Development:** Contributing to the development of regional policy and the devolution strategy, ensuring they promote inclusion, public services system integration, and community engagement.
- **Financial Management:** Overseeing the financial aspects of devolution, including managing funding arrangements and ensuring effective allocation of resources.
- **Change Management:** Driving transformative change across the region, challenging conventional thinking, and ensuring smooth programme delivery in preparation for significant events like mayoral elections.
- **Team Leadership:** Assembling and leading multi-skilled teams across the region, ensuring the right expertise is in place to deliver programme objectives and fostering a culture of continuous improvement.
- **Risk Management:** Identifying and addressing key challenges and ensuring robust risk mitigation strategies are in place.
- **Public Engagement:** Developing and implementing effective communications and engagement strategies to ensure transparency and public involvement in the devolution process.
- **Advisory Role:** Acting as a trusted advisor to senior leadership and political figures (e.g. CEOs, Cabinet members) on devolution matters, providing strategic insight and leadership.
- **Work with the Oxfordshire Chief Executive, other senior leaders, and Cabinet to ensure that the County Council has an effective brand as a place leader both nationally and for the sub-region in leading the devolution agenda.**
- **Ensure effective communications strategies are in place, which support understanding and decision-making on the devolution proposals and provide proactive and timely policy advice to senior leaders across the council to enable informed and appropriate decision-making.**
- **Ensure that the County Council has strong, effective and proactive relationships with key stakeholders.**
- **Lead the integrated delivery, improvement, management and performance of the devolution portfolio, commissioning and directing activity within the County Council and externally as required.**
- **Evaluate risk and make changes to established plans to react to significant business challenges, opportunities, or threats.**
- **Ensure the service/function(s) uses all available resources in the most efficient and effective way that represents excellent value for money, managing department budgets and ensuring services are continuously improved to see if they can be delivered in a more cost effective and streamlined way.**

## Knowledge / Skills / Experience required

- Seasoned professional in area of expertise, with a breadth of understanding of all areas that the role covers.

- In-depth understanding of regulations/legislation and best practice within their area of specialism and the wider sector. Understanding of national and local government developments, policy, and emerging trends.
- Experience of leading a large service within a complex and diverse organisation, and leading constant change and transformation, establishing a mandate for change and inspiring the workforce to improve.
- Significant experience of leading diverse and multifaceted functions / teams at a senior level, bringing activities together to achieve an aligned objective.
- Experience of working with key external stakeholders including other public bodies and government.
- Commercial acumen and financial management skills.
- Ability to use deep personal understanding of the agendas or motivations of others to keep them positively engaged, building behind the scenes support for ideas and initiatives.
- Ability to recognise and make use of alliances/relationships to gain support for the devolution agenda
- Excellent knowledge of the impact of underlying demographic, social or political drivers, and understands the formal and informal politics at the regional and national level and what this means for the County Council.
- Evidence of cultivating a high-performance, cost-effective culture, which delivers outstanding outcomes, through a variety of mechanisms, including structure, working methods, contracts, etc.

### Dimensions of role

- The role will lead a largely related portfolio for the County Council, developing a vision and leading strategy.
- Significant financial oversight of the devolution programme.
- Planning will be over a multi-year horizon.

### Working Conditions

- Working conditions do not have a material impact on the nature of the job once all reasonable actions have been taken to moderate or eliminate them.

### Working Arrangements

- The role is politically restricted.

### Leading through our values and behaviours

Providing clear and visible leadership by putting our values front and centre of every behaviour, decision, and action.

- Always learning.
- Be kind and care.
- Equality and Integrity in all that we do.
- Taking responsibility.
- Daring to do it differently.

<b>Date</b>	April 2025
-------------	------------