

Role Profile

Part A - Grade & Structure Information

Job Family Code	10PE	Role Title	Strategic Place Programme Manager
Grade	PS10	Reports to (role title)	Head of Strategic Relationships
		Directorate	Adults, Wellbeing and Health Partnerships
JE Band	371-438	Service	Public Health
		Team	Active Surrey
		Date Role Profile was created	Feb-25

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Project management of the overall HAF programme in Surrey including strategic planning, budget monitoring, quality assurance

Role Purpose including key outputs	To oversee the development and delivery of a strategic place-based physical activity system change programme across Surrey- planning delivery of (or procuring) meaningful system change work, to impact on physical activity rates in targeted places experiencing poverty, disadvantage and low physical activity rates.
Work Context	<p>The role will have overall project management of the Sport England Place-based programme in Surrey including: operational management; budget monitoring; reporting; steering group coordination and liaison; line management of project lead.</p> <p>The post holder will be the consistent point of contact for a large number of key internal and external stakeholders and ensure the effective overall delivery of the Sport England Place-based programme across Surrey complementing other existing physical activity programmes, behaviour and system change work.</p> <p>Their sound knowledge, understanding and experience of system change work, allied to their empathy for partners', funders' and participants' needs, will contribute to the efficient delivery of system change work impacting on physical activity levels for people experiencing poverty and disadvantage.</p> <p>The postholder will need the ability to work across the county in a fast-moving, challenging and politically sensitive environment with minimal direct supervision.</p>
Line management responsibility if applicable	<p>Lead cross departmental project team, including leading of partner staff and supporting inter-agency collaboration.</p> <p>Line management of a team of officers supporting delivery.</p>
Budget responsibility if applicable	Direct - management of circa £2 million budget (with supervision from senior management)

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Service Development</p> <ul style="list-style-type: none"> • Contribute to the development and achievement of business plans to develop and implement agreed strategy. • Promote and manage the delivery of the service to meet the needs of the public. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Manage the planning and delivery of the programme of work/workloads within their area of responsibility to achieve a quality service, and ensure any technical and statutory requirements are met. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Analyse and make recommendations for improvement or development of existing systems, processes or policy to support decision making. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • Assist with budget/resource/funding management in accordance with the council policies and procedures, and may have revenue generation targets. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery.
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree and/or relevant professional qualification and experience, or considerable experience of working within the service area. • Thorough knowledge of the service/functional area. • Strong customer focus and the ability to listen to and understand customer needs to ensure excellent services are provided. • Ability to understand and monitor budgets in accordance with financial procedures. • Proven written and oral communication and interpersonal skills with and the ability to create and maintain effective working relationships at all levels. • Proven IT skills and able to use technology to be effective in the role. • Ability to prioritise and plan and make best use of personal and project resources in achieving performance objectives. • Ability to manage a range of complex or high profile projects through to completion. • Experience in successful recruiting, managing, coaching and developing of staff.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Excellent stakeholder management skills and experience</p> <p>Innovative approach to problem solving</p> <p>Excellent communication skills.</p> <p>Experience of successful programme delivery and management.</p> <p>Experience of successful partnership working, particularly with voluntary and private sector organisations.</p> <p>Good knowledge of current best practice relating to behaviour change</p> <p>Ability and willingness to work flexible hours, which may include some evenings and weekends and occasional overnight stays.</p> <p>Ability to travel between sites around the county and, occasionally, the country.</p>
<p>Role Summary</p>	<p>Roles at this level lead and manage the work of larger teams providing an operational service to enable customers to make informed use of the service, facility, or to obtain information or entitlement, or providing services in the community to standards and budgets. Alternatively they may be an experienced professional/specialist leading the implementation of strategy in a particular area. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving service delivery. These roles will contribute to the development and achievement of their area's business plan and to longer-term development. They will work largely autonomously with access to guidance from more experienced professionals.</p>
<p>Reference Number</p>	<p>BM-2026-099</p>