

Job Title	Local Devolution Lead			
Directorate	Partnerships, Localities, and Culture			
Reporting to	Service Director - Partnerships, Localities, and Culture			
Grade	6			
Evaluation ref:	RP219 (T)	Job ref:	Family	
Role purpose				
<p>The purpose of this role is to manage, develop and drive forward the Council's programme of devolution of assets and services to local councils and community groups in Somerset, in line with the Council's Asset and Service Devolution Framework, corporate objectives and Medium-Term Financial Strategy and Plan requirements.</p>				
Accountabilities				
<p>Responsibilities</p> <ul style="list-style-type: none"> • Key role in ensuring the successful delivery of agreed devolution programmes, projects and related activities, within defined cost / savings, time and quality requirements. • Works across services to evaluate, prioritise and progress devolution opportunities that benefit all parties, manage negotiations and seek resolutions, within the organisation and with external stakeholders. • Understands interdependencies and potential conflicts between different priorities and policies, working collaboratively to find pragmatic solutions. • Responsible for associated budget and resource planning, communications plans, stakeholder engagement, proactive risk analysis, management and resolution, and benefits realisation. • Responsible for the management and where required the establishment of devolution processes and governance arrangements, including risk and opportunity management, impact and benefit assessments. • Manages the production and maintenance of key documentation - business cases, project mandate and project plan, board reports and briefings. • Ensures that outcomes, benefits and other programme reporting requirements are met and delivered on time and to agreed standards, manages the completion of detailed impact assessments, and communicates high-impact issues through appropriate channels for resolution. <p>Planning and Organisation</p> <ul style="list-style-type: none"> • Ensures reporting requirements are met and delivered on time and to standards agreed. • Completes reporting tools and develops plans to remedy any delays in delivering the benefits/mitigating the risks. • Manages completion of detailed impact assessments, communicates high impact issues through appropriate channels for resolution, making clear and evidenced recommendations. 				

- Identifies, manages and escalates risks and issues affecting delivery as appropriate, seeking pragmatic and timely resolutions and implementing mitigating actions.
- Leads the activities associated with benefits realisation
- Ensures projects and other initiatives are closed appropriately - that the success of delivery is considered, evaluated and reported upon, that any process or quality lessons learnt are recorded, analysed and effectively communicated.

Communications and Engagement

- Develops strong working relationships with internal and external stakeholders, including Elected Members, the local council sector and representative bodies, and community organisations.
- Monitors commitment of stakeholders and staff, ensuring that risks or issues relating to stakeholders are managed, and escalated where appropriate.
- Where appropriate, will challenge current practices through discussions with Directors and Senior Managers to enable the required change to move forward.
- Identifies, defines and tracks the benefits and outcomes required.
- Ensures the alignment of these benefits with the Medium-Term Financial Plan process, managing the potential for double counting and working closely with Financial Managers to contribute to an overall benefits profile for the organisation.

Contacts & Relationships

- Influences and motivates others, either involved directly in the initiative or other interested parties, in order to achieve role objectives.
- Works with staff across the Council including Directors and Senior Managers to ensure required resources are available when necessary. Must be able to challenge current practices and resistance to change at high level providing options for resolving the difficulties.
- Works with all relevant service areas to track through the resolution of issues and achievement of benefits. Must be able to understand the requirements of the business as usual as well as the requirements for change and work with colleagues to achieve both.
- Works closely with colleagues across Regulations and Operations, Property, Legal, HR and others as appropriate, to ensure effective liaison and hand offs between those services that are involved at the various stages of the project or programme.
- Ensures that the required people practices, and employee relations policies are followed, and liaison takes place with other subject matter experts (e.g. HR, Finance, Commercial and Procurement, ICT) for advice relating to the initiatives.
- Works with the communication teams to co-ordinate communications delivery, input function specific material to the content of all communication presentations.
- Attends, presents to and where appropriate leads relevant Programme and Project Boards.

- Contact with Corporate Leadership Team, elected Members, senior stakeholders in partner organisation, senior managers across SC to discuss and implement a wide range of projects.
- Must have credibility with all stakeholders and be able to build relationships at all levels with the ability to influence thinking and behaviour in order to gain agreement and cooperation.
- Closely involves relevant stakeholders to identify, assess and mitigate impacts of change, in particular using their expertise and influence to bring about effective resolution to negative impacts
- Acting as a champion for local devolution when working with senior managers and colleagues across SC.

Resources

- Responsible for the management and effective deployment of budget and other resources that are assigned to the delivery of local devolution.
- Depending on the scale of the activity being managed the postholder will also be required to direct a project team across SC within a matrix working environment.
- Will manage initiatives delivering transformational change to the way in which SC delivers services and with significant financial savings attached.
- Training, support and guidance – development, ongoing review and delivery of a curriculum of learning and development, including appropriate training materials and approaches. Training to be adaptable to respond to demand from staff both within and outside of Business Change.
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Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Comprehensive understanding of Programme and Project Management principles	X	
Working knowledge of relevant legislative requirements.	X	
Familiarity with risk assessment methodologies.	X	
Awareness of community resilience strategies.	X	
Knowledge of local government operations and structures including the local council sector	X	
Experience		
Proven experience in managing complex projects and programmes.	X	
Experience in developing and accessing business cases.	X	
Experience in managing opportunities and risks.	X	

Experience in coordinating with and negotiating with multiple internal and external stakeholders.	x	
Experience in managing budgets and resources.	x	
Experience in public sector or local government roles.		x
Qualifications / Registrations / Certifications		
Relevant degree or demonstrate equivalent qualifications through relevant professional experience.	X	
Professional certification in programme and project management.	X	
Skills		
Strong leadership and management skills.	X	
Excellent communication and interpersonal skills.	X	
High levels of credibility and professionalism.	X	
Ability to work under pressure and make timely decisions.	X	
Results driven, with strong negotiation skills	X	
Strong analytical and problem-solving skills.	X	
Proficiency in using associated software and tools.		X
Working Conditions		
<p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> • Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. • Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. • Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities. • Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. • Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees. <p>Requirements to work from various sites, travelling, as necessary. This role will require some lone working.</p>		
Dimensions of the role		

Management of dedicated local devolution reserve circa £600k (one-off, further budget provision would require a business case),

Contributes to delivery of agreed devolution savings targets as per MTFP.

Oversight of circa six significant devolution projects, usually with the larger Somerset towns.

Oversight of numerous smaller devolution initiatives.

No direct line management, however, the postholder will lead project teams on a matrix management basis and may be assigned temporary project staff resources.

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

- Update and advise Elected Members in respect of operational and policy issues in relation to Local Devolution.
- Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas.
- Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.
- Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.
- Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages creativity and innovation to ensure services are efficient and develop the potential and flexibility across the Council and its workforce including the motivation and development of employees within the Partnerships, Localities, and Community service teams.
- Ensure that all services place a high value on customer responsiveness by demonstrating a commitment to meeting and involving the broadest range of direct and indirect service users, citizens, customer, and communities.
- Support the delivery of the Council's key strategic aims and.
- Keep abreast of specific statutory or regulatory duties contained within the role to ensure any challenges and opportunities in the delivery of services are responsive, compliant, and well communicated to customers, communities, and business as appropriate.
- Support Corporate and Directorate specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for service users and customers.
- Ensure flexibility in reacting to the needs of the Council, its customers and partners supporting a culture of continuous improvement.

- Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Accountable for compliance with all relevant health and safety legislation and Somerset Council H&S policies.

Date: April 2025