**Independent Chair of the CAMBS 2020 Programme Board**

Length of term: Position concluding in January 2021

Total hours: Approximately six hours per month (two hours for the Programme Board, two hours to carry out reading and preparation in advance of the Board and two hours for additional meetings as required; i.e. Member Working Group or Committee) – with the potential to increase as needed

Location: Various (the Programme Board will usually take place in Shire Hall, Cambridge, but could potentially also take place in Alconbury Weald on occasion)

**1.0 Background to the Project**

At Full Council in May 2018 Members agreed a programme of work that includes moving out of Shire Hall and developing a new civic hub located in Alconbury, with spokes offices across the County for staff who currently work on the Shire Hall site to be distributed between.

This ambition is to be facilitated by vacating the Council’s presence at its central Cambridge Shire Hall site, and instead operating from a smaller Civic “Hub”, together with several smaller “Spoke” offices. This move will enable services to be delivered closer to service users, and potentially collocated with delivery partner organisations.

The purpose of the programme is to:

* Generate financial savings and/or capital/revenue returns;
* Collocate and consolidate services into a smaller number of properties to help deliver savings that are essential to maintain front line services;
* Explore greater synergy in service delivery with partners to support service users; and
* Maximise the value/returns on its surplus property assets via development and revenue generating opportunities.

To lead this work, a Programme Board has been established consisting of senior officers across the organisation covering various disciplines and expertise. The Programme Board has accountability to a cross party Member Working Group and the Commercial and Investments Committee, who have overall responsibility for the delivery of the project. This project is far more than simply the construction of a new headquarters. It is a cross organisational culture programme that will result in the adoption of different styles of working and engagement with the communities that we serve.

This project will therefore play a pivotal role in how the Council manages service delivery in the future and successful implementation is critical. As a consequence the Council wish to bring additional independent governance and challenge to support the Programme Team. It has therefore been agreed to appoint an Independent Chair to provide the necessary rigor to secure successful delivery of the project.

**2.0 Role and responsibility**

In this role you will be responsible for chairing the Programme Board and ensuring that appropriate governance frameworks are in place and operating effectively. You will be responsible for ensuring that all strategic and operational delivery plans are in place and will act as a key ambassador for the Programme, building and enhancing relationships with a wide range of stakeholders. You will be able to operate within a political environment reporting to both the Member Working Group and Commercial and Investments Committee as appropriate.

In order to secure the successful delivery of this project you will need to have a passion for creating cultures within public services that will secure high quality, cost effective, locality and community based services that are sustainable for the future.

You will have experience of leading major change programmes within a complex multi service based organisation. You will be energetic and believe in effective public service delivery. It is likely that you will have experience of operating as a Chair or have operated at a regional / national level in a strategic leadership and transformational role and have influenced change across organisational boundaries.

Above all, you will be able demonstrate an impeccable track record of delivering results. You will be a skilled ambassador, offering exceptional communication, leadership and strategic influencing skills.