

Job Description and Person Specification

Programme Manager-Migration

Job Details	
Grade	9
Service	Public Health & Migration
Location	One Friargate
Job Evaluation Code	A5580

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To provide strategic leadership in designing and delivering outcome-focused programmes that improve integration and remove barriers for asylum seekers, refugees, and migrants.</p> <p>Working collaboratively across departments and with external stakeholders, the postholder will lead transformational change in inclusive policy and service delivery across health, employment, education, housing, and social inclusion.</p> <p>To influence regional and national agendas, foster multi-agency collaboration, and embed equity-focused approaches within the Council's strategic framework, ensuring alignment with corporate priorities and statutory responsibilities.</p>

Key Responsibilities and Accountabilities
Leading and overseeing the implementation of strategies by coordinating bespoke project teams across the Council and partner organisations.
Identifying and analysing needs across key migration groups using robust analytic techniques and diverse data sources, including national databases and primary care datasets.
Developing evidence-based strategies to address migration needs, supporting service redesign, and building consensus with internal and external partners for effective delivery.
Providing expert advice and guidance to support the commissioning of services for refugees and migrants, including those commissioned by Council departments and external partners.
Overseeing the development, delivery, and programme management of multiple Migration and Resettlement initiatives aligned with the Division Business Plan, JSNA, and national migration policies.
Negotiating and influencing partner organisations to ensure delivery of programme elements within their remit.
Disseminating learning from programmes and projects at local, regional, and national levels to inform best practice.
Acting as an exemplar for matrix working across the team, City Council, and partner organisations by leading complex project teams and maintaining excellent communication.
Managing complex relationships across a wide range of organisations to support collaborative working and shared outcomes.
Evaluating the impact of programmes, projects, and service redesign, and embedding learning into future delivery models.
Contributing to research activities with local universities and ensuring Council programmes reflect current research and best practice.
Communicating complex information clearly through writing and presenting regular reports and presentations to varied audiences including strategic boards, partnerships, and senior stakeholders.
Key Relationships

External:	Home Office / Ministry of Housing, Communities & Local Government West Midlands Strategic Migration Partnership Local universities Newly arrived Communities Partner and Community Organisations – national / regional and local	Internal:	Children and Adults Social Care Education Employment and Skills / Adult Education Housing and Homelessness Public Health
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Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

Project Managers x3
 Programme Officer x1
 Project Officer x1

Person Specification

Requirements

Knowledge	Understanding of inward migration, immigration legislation and the role and challenges faced by local authorities in supporting newly arrived communities.
Knowledge	Knowledge of the roles and responsibilities of public sector partners (e.g. NHS, DWP, Police) in supporting newly arrived communities.

Knowledge	Awareness of the contribution of voluntary, community, and private sector organisations in delivering services and support to newly arrived communities, particularly asylum seekers and refugees.
Skills And Ability	Leading , motivating and influencing teams and stakeholders to deliver strategic and operational objectives and achieve shared goals.
Skills And Ability	Managing multiple complex programmes and workstreams and stakeholder relationships effectively.
Skills And Ability	Applying advanced analytical skills, including interpreting complex data and producing high-quality written outputs.
Skills And Ability	Handling conflict constructively and navigating differing perspectives to build consensus and deliver high performance.
Skills And Ability	Communicating complex information clearly and accessibly to varied audiences.
Skills And Ability	Negotiating persuasively with senior leaders across public, voluntary, and community sectors.
Experience	Managing and Leading complex and collaborative multi-agency programmes or projects within the public sector, with at least 3 years' relevant experience.
Experience	Commissioning services or programmes to meet identified needs.
Experience	Interpreting and using multiple data sources to inform strategic decision-making.
Experience	Engaging effectively with senior stakeholders, including elected members and public sector leaders.
Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Disclosure and Barring Service (DBS)	
Does the role require a DBS check?	
Find out which DBS check is right for your employee - GOV.UK	
And if so, which type?	

Basic Check <input type="checkbox"/>	Standard Check <input checked="" type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>
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Declaration			
Reviewed/Created By:	Peter Barnett		
Job Title:	Head of Service	Date:	3/11/2025