

Job Description

Job Title:	Senior Responsible Owner – Charging Evolution Programme	Reports To:	Director of Transformation and Change
Department /Division:	Transformation and Change Directorate	Date Completed:	November 2025
Pay Range:	SCS1	Career Family:	Project Delivery

Role Purpose

The CPS has an ambitious and wide-ranging transformation programme underway, dedicated to further improving the way charging is undertaken with policing and successfully positioning the Service for further changes arising from current Reviews, external scrutiny and Government initiatives. Reporting to the Director of Transformation and Change, the Senior Responsible Owner (SRO) will deliver the Charging Evolution Programme and provide strong and visionary leadership across all its various component parts

Established in the summer of 2025, the Charging Evolution Programme has several pilot projects ‘in-flight’ already, along with other work strands that are currently in development stages. This role will lead the Programme, ensuring it is aligned with CPS 2030 and year-on-year CPS Annual Business Plans. The work involves complex stakeholder management with key criminal justice partners and internal stakeholders and the ability to lead and manage a wide ranging set of deliverables.

The Charging Evolution Programme SRO will be the principal advisor to the Director General, Legal Delivery who is the Executive Sponsor for this work and Lead Director of Legal Services with responsibility for Charging. The SRO will ensure that the Programme is delivered to time, cost and quality against Programme plans and will be accountable for setting the Programme priorities and ensuring all deliverables are successfully achieved.

The SRO will lead and embed sustainable programme management capability within the Programme working with the Operational Change Unit within the Transformation and Change Directorate in accordance with Project Delivery standards and Profession as set by the wider Civil Service to deliver Programme and Project Management excellence.

Area of Accountability

Accountabilities

Leadership	<p>The postholder will be responsible for leading the delivery of the Charging Evolution Programme for the CPS, ensuring it is part of a coherent and integrated approach with wider CPS strategies and change.</p> <p>They will act as an integral part of a corporate leadership team, working in partnership with Senior Leaders, communicating, engaging and advocating the case for change within the senior management community and a wide range of senior stakeholders across Government and Criminal Justice System concerned with charging.</p> <p>They will motivate and develop their team, creating a high performing culture and will seek to improve capability, lead through change, build a diverse and inclusive team, and exhibit an engaging and adaptable style that connects with people at all levels.</p> <p>They will have a high degree of political acumen and judgment and a good understanding of relevant operational and policy areas linked to charging activity.</p>

Delivering at Pace	<p>The Charging Evolution Programme SRO will be responsible for the delivery and overall success of the Programme. They will lead on its design, development and delivery ensuring this complies with challenging timescales by effectively mobilising people and resources.</p> <p>They will be required to oversee the Programme, setting strategic goals and direction in line with organisational and CJS aspiration. This will include:</p> <ul style="list-style-type: none"> • Developing the Full Business Case for future years of the Programme; • Development and oversight of appropriate governance arrangements; • Successful coordination of complex, and on occasion ambiguous, stakeholder management considerations; • Identification and delivery of critical Programme milestones; • Coordination of evaluation and benefits management activities; • Establishment and operation of tight budgetary controls; • Leading end-to-end Programme lifecycle activity in accordance with Programme and Project Management standards and Project Delivery Profession expectations. <p>The post holder will create a climate of excellence across the Programme by ensuring senior legal and business manager cadre are involved and play a pivotal role in the development, evaluation, decision making and implementation of Programme deliverables.</p> <p>The postholder will ensure Programme outputs and activities adhere to legal guidelines and CPS policies.</p>
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<p>Communicating and Influencing</p>	<p>The post holder will support the Director of Transformation and Change in forging and maintaining a successful delivery partnership and plan with external strategic partners, internal contacts and key criminal justice stakeholders. They will ensure strong and harmonious relationships and will be the senior escalation point for any issues that arise.</p> <p>They will be persuasive and exert influence where necessary with senior stakeholders both within the CPS and externally with key delivery partners and/or other interested parties.</p> <p>They will constructively challenge the decisions and perceptions of partners where and when necessary, ensuring the contribution and requirements of the CPS is reflected in all outcomes.</p> <p>They will negotiate with partners and be able to influence positive Programme outcomes using a range of communication tools and techniques, managing stakeholder relationships effectively at organisational and individual levels.</p>
<p>Working Together</p>	<p>The SRO will ensure comprehensive engagement takes place between the Programme and the Deputy Director, Operational Change, Head of Operational Change, Transformation and Change Hub and Transformation and Change Board. This will involve supplying cleared reports, plans, briefings etc and complying with Directorate-wide templates/reporting mechanisms and timings.</p> <p>The Charging Evolution Programme SRO will develop and lead effective collaborative working relationships with stakeholders and key partners both internal and external. Forging strong working relationships across the business, they will engage with the Departmental Trade Unions, staff networks and staff interest groups, ensuring regular and constructive consultation and feedback.</p> <p>The post holder will act collegiately and collaboratively to:</p> <ul style="list-style-type: none"> • Respond to evolving Programme requirements; • Share good practice across the CPS and CJS; • Identify opportunities to share learning and development across the CPS. <p>They will ensure that knowledge gaps across the CPS are identified as part of the Programme and dealt with. They will ensure that key delivery partners embed agreements and expectations arrived at through joint governance or specific agreements between parties/service level agreements/memoranda of understanding.</p>

<p>Changing and Improving</p>	<p>The postholder will evaluate the performance of the Programme regularly, to ensure it is delivering to quality expectations, timeliness and cost. Where improvements are identified, either make appropriate changes or seek authority to make changes with the Executive Sponsor and/or the Transformation and Change Board/Programme governance.</p> <p>The SRO will be responsible for monitoring and supervising all Programme Team staff to ensure they are supported and have the tools required to deliver the Programme to cost, time and quality. They will also be responsible for managing situations where performance should fall below expectations. They will continue, or devise, strategies to monitor performance and provide feedback and resolve complex problems or issues.</p> <p>A key part of the role is to apply change, risk and resource management principles and prepare reports on progress and issues for Transformation and Change Directorate governance, through the Transformation and Change Hub. They will take the lead on all day-to-day decisions, ensuring through appropriate governance structures and briefing that the Executive Sponsor and CPS senior leaders are sighted and regularly briefed.</p> <p>The SRO will evaluate work completed and future direction of travel and be responsible for leading and managing all aspects of the Programme across its lifecycle, including Programme closure and reporting against all this in accordance with CPS governance requirements and Project Delivery Profession best practice.</p>
<p>Supervisory Responsibility</p>	
<p>Direct line management responsibility for three Change Managers and counter signing responsibility for three Project Managers.</p>	
<p>Financial Authority</p>	
<p>The post holder is the budget holder for the Programme and will be accountable for expenditure to the Director of Transformation and Change through the Transformation and Change Directorate finance function.</p>	
<p>Decision Making Authority</p>	
<p>All day-to-day decisions in relation to the delivery of the Charging Evolution Programme. Relevant decisions as to when to escalate matters to the Director of Transformation and Change and/or Executive Sponsor.</p>	
<p>Key Contacts</p>	

<p>Internal: Director of Public Prosecutions Chief Executive Officer CPS Board Members HQ Directors and Heads of Divisions and their teams HQ Deputy Directors CCPs ABMs Press Office CPS Staff DTUS Employee Networks</p>	<p>External: Law Officers Attorney General's Office (AGO) Officials Other Government Departments e.g Home Office, Ministry of Justice and (within that) HMCTS Police – NPCC leads and Chief Constables 3rd sector interest groups Members of the public</p>
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