Job Profile

Position Details	
Post	Project Manager
Service Area	Deputy Chief Executive
Reports to	Programme Manager
Grade	PO4/PO5/PO6
Job Family	To be completed by HR

Role Purpose

To undertake the role of a Project Manager as part of the Adults Transformation Programme. As part of a dedicated team, the post holder will be responsible for the successful delivery of significant, often complex, projects that will help deliver the outcomes detailed in the upcoming Council's Borough Plan.

Working closely with the Senior Responsible Officer and Programme Manager the post holder will lead one or more projects and be responsible for the day to day management of all project activity to ensure successful delivery including planning and developing projects; drafting and maintaining all project documentation; reporting progress and providing briefings as required; finding solutions to issues as they arise; managing risk; identifying and managing stakeholders; identifying, capturing and controlling changes to projects; closing projects and handing over the project outputs to business as usual service areas.

The post holder will be required to deliver high quality projects, delivered on time, within budget, ensuring value for money, using effective project management approaches and techniques as adopted by the Council.

Main Responsibilities

1. The post holder will work closely with the programme manager to ensure that high quality project management is provided which will enable the Council's ambitions for Adult Social Care to be realised.
2. You will establish and maintain project governance, develop project plans and ensure delivery, manage risks and issues and provide highlight reports to the Priority 2 Board

Generic Responsibilities

The post holder will be required to project manage all projects allocated to them by the Programme Manager. The main tasks and activities are set out below; the post holder will be required to seek approval at various points throughout the project:

Setting up a project

- Write a project brief which sets out the case for the change and objectives of the project; the desired outcomes and benefits the project will deliver; the scope of the project (including what is in and what is out of scope); the resources (people, money, and equipment); funding options and how the project will be governed.

- Create documentation to support and manage the project, including Communications and Engagement Plans; logs for issues, risks and lesson learned.

- Create a plan which identifies the tasks and activities needed to successfully complete the project which includes duration, leads, and dependencies and identifies the key milestones.

Defining a project

- Prepare, refine and update the business case that justify project in terms of benefits, costs and risks as required throughout the project.

- Refine and update the project plan to build a detailed schedule which sequences tasks and activities to optimise delivery and minimise bottlenecks, conflicting demands and delays. Secure the resources needed to deliver the project through the appropriate processes and procedures as directed.

- Conduct research on options and solutions, gathering evidence and information which justifies chosen approach, including ensuring stakeholder are identified, consulted and kept informed.

- Working with stakeholders, particularly the service areas and service users, to define the outputs the project will deliver and benefits they will be provide. Once defined the benefits should be documented and owners identified if the benefit is to be realised after the project has closed.

- Determine and seek agreement of success measures for the project by which the project can be reviewed.

- Set up files to ensure that all project documentation is appropriately stored and is secure.

- Define quality standards for task and activities to be carried out by the project team and others who will be involved in delivering the project.

- Create a budget profile for the project which clearly sets out funding requirements and forecasts spending.

- Establish project governance, including scheduling meetings; drafting terms of reference for the Board; briefing Board Members on their roles and responsibilities and ensuring the arrangements are aligned with the Council overall approach.

Delivering a project

- Manage the project as agreed and in line with the detailed project plan, identifying and resolving issues in a timely manner

- Review the quality of the work completed by the project team and others to ensure that it meets the project quality standards.

- Monitor the progress of the project and manage the tasks and activities on a day to day basis to ensure the successful completion of the project

- Provide Project Highlight Reports and other briefings or updates as requested by the SRO or Programme Manager

- Provide updates and liaise closely with the SRO to ensure they remain informed about key issues, risks and progress.

- Monitor, manage and report on the project budget.

- Ensure that issues and risks are documented reviewed regularly and managed effectively.

- Manage change to any aspect of the project, particularly the scope, resources and budgets ensuring the impact of the changes is assessed and documented and the appropriate approvals are obtained.

Closing and handing over a project

- Ensure the effective handover and integration of all project outputs to the business as usual service area.

- Evaluate the success of the project based on the success measure defined when setting up and defining of the project.

- Review and document the outputs that have been delivered and benefits that have been realised

- Document benefits to be realised after the project is closed, when they are expected to begin to be realised and who is responsible for ensuring delivery, monitoring and reporting progress.

- Writing a Project Closure and Handover report which captures the above; any outstanding tasks and activities along with who is responsible each; brings together the lessons learned from the project and seek approval for closure of the project.

Reviewing a project

- Participate in project reviews as required. Theses reviews will for projects which the post holder has not been the Project Manger and will form part of the Councils overall approach to assurance aimed at strengthening project delivery.

Notes:
The post holder may be required to:

- Attend meetings at offices both within and beyond the borough to meet the responsibilities of the post.

- Attend occasional meetings and events outside of office hours in the evenings or at weekends.

- Work on a co-location basis.

- Undertake other tasks and activities as identified by the Programme Manager to assist with the delivery of the overall objectives of the Council's Transformation Programme.

Additionally at PO5
In addition to the duties and responsibilities detailed above:

- Manage staff either directly as part of a project team or as part of a matrix management approach where staff members will have different line management depending on the tasks and duties undertaken.

- Empower and inspire others to deliver successful projects

- Select and develop project teams.

- Have an in-depth knowledge of the project management and support others in learning through coaching, workshops and informal mentoring.

- Play a key role in embedding and developing the maturing of the Council's Project Management approach.

Additionally at PO6
In addition to the duties and responsibilities detailed above:

- Deputise for the Programme Manager.

- Provide support to other Project Managers managing complex projects and mentor less experienced Project and Programme Management staff.

- Manage complex projects and programmes.

- Identify tension and conflict between individuals and/or groups and take steps to find a resolution.

- Contribute the strategic direction of the Borough Plan and the Council's Transformation Programme.

- Be recognised as an expert by other senior professionals and is called on by others for advice, support and guidance.

- Can critically evaluate, adapt or develop new theories and/or methods if required and educate others

Criteria for Progression

The purpose of the career grading for the post is to enable the post holder to develop their career by building on their skills, experience and abilities as well as help the Council improve its internal capacity in project and programme management.

The post holder will be appointed at a level that is agreed prior to starting in the post based on the skills, abilities and experience the post holder has at the time of the appointment.

Progression to PO5 and PO6 is not automatic and will be based on the post holder being able to demonstrate that they have been or are able to perform the additional duties in full and consistently. Progression will be always be subject to the availability of funding.

Progression will be considered as part the post holders appraisal (My Conversation) and will be considered at least annually.

Progression through the spinal points within the agreed grade will be as set out in the Council terms and conditions.

Person Specification

The Person

To carry out the role effectively you will need to be a proactive and experienced project manager who understands the link between the strategic aims of an organisation and the delivery of successful projects.

No	Essential	No	Desirable
Qualifications			
		D1	A recognised qualification in project management, such as, the APMP Project Management Qualification.
Experience/ Knowledge			
E1	Experience of managing projects in a public sector environment, including drafting business cases, project briefs and other project documentation.	D2	Experience of stakeholder management including the public, local councilors and conducting consultation.
E2	Experience of planning project activities, estimating resource needs and monitor progress against the plan.	D3	Experience of managing project budgets in a public sector environment.
E3	Experience of working effectively with a wide range of multi-disciplinary teams, senior managers and partner organisations.	D4	A good understanding of Children's and Adults Social Care issues in a public sector environment.
E4	Experience of using Microsoft packages including Word, Excel, PowerPoint, Outlook and Project planning tools to a good standard.	D5	Knowledge and understanding of equality issues in relation to service provision.
E5	A detailed knowledge of project management approaches.	D6	Knowledge and understanding of the procurement and commissioning in a social care context.
Skills/Abilities			
E6	Good organisational skills - Able to plan and manage own time, balancing competing demands to ensure objectives and deadlines are met.		
E7	Self motivated and with the ability to motivate others to meet individual and collective goals.		
E8	Excellent written and communications skills.		

No	Essential		
E9	Effective interpersonal skills with the ability to negotiate solutions in an often challenging environment.		
E10	Be able to work with others and contribute to building a strong team.		
E11	Excellent written and verbal communication skills, including presentation skills and an ability to engage effectively with a range of stakeholders, both within and outside the council.		

Other Attributes

No	Essential	No	Desirable
E12	Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies and anti-discriminatory practice		
E13	Open to new ideas and concepts and is able to put them into practice.		
E14	Adopts a can-do attitude. Is driven by identifying problems/issues and finding solutions.		

Main Contacts & Other Information

Main Contacts:
 	
    1. Transformation Team Manager
    2. Transformation Project Lead
    3. Director of Adults and Health
    4. Assistant Director - Adult Social Services

Organisational Structure
The Project Manager will report directly to the Programme Manager who sits within the Deputy Chief Executive Directorate

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.
If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80%	Use of a computer.	Yes	60%
Audio typing.			Crisis or conflict situations.		
Walking more than a mile.			Manual handling.		
Working alone or in isolation.	Yes	30%	Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.	Rarely	5%

Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.	Yes	75%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.			Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
IT equipment; resources allocated to specific projects as directed by the team manager
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Yes – maintaining, updating and analysing project plans and data will be a key element of the role.
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No