

# Job description – July 2015



## Job title: Project Manager

**Department:** Children and Adults

**Service:**

**Grade:** H - Indicative

**Post reference number:**

### 1 Job purpose

To provide programme management support to the Priority Families Programme, supporting strategic and operational lead to embed the approach across the Children & Families (C&F) directorate. To lead on the development of detailed programme plans, governance arrangements, and to coordinate effective reporting to senior officers and councillors as well as central government to enable financial claims (PBR) to be evidenced. This will include contributing to the drive to increase our focus on citizens, improving outcomes and support delivery of C&F priorities.

### 2 Principal duties and responsibilities

1. To lead and be responsible for the ongoing planning, development, management and implementation of the Priority Families programme, working alongside strategic and operational leads to ensure that there are clear delivery plans and evaluation frameworks in place.
2. To plan in detail and manage specific projects, their implementation and procurement of resources required to manage change effectively.
3. To support lead officers in the implementation of proposals, liaising with stakeholders, Programme Boards and C&F colleagues, other departments, partners, providers and community groups as appropriate.
4. To ensure timely and effective communication and consultation relating to the Programme.
5. To manage the implementation process and delivery of business benefits of the programme in liaison with PF Leadership Group and Programme Boards and other partnership governance structures.
6. To set clear targets to provide effective monitoring of risk, progress and project issues, to ensure implementation of the projects on time, within quality standards and within budget.
7. To oversee the budget and claims process for the Programme, working collaboratively

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with Finance and Insight & Analysis colleagues to ensure effective monitoring, reporting and claims processes are in place.

8. To ensure ongoing review and evaluation of the effectiveness of the programme, delivery of business and financial benefits and project plan delivery mechanisms.
9. To be responsible for securing additional multi-disciplinary expertise from other teams within C&F and external agencies to respond to changing circumstances in the programme.
10. To ensure the development of effective governance and sign-off arrangements for the Programme.
11. To prepare, provide and present high quality information and reports for Programme Boards, Steering Groups, Project Boards, etc., as appropriate.
12. To support Programme Sponsors and Strategic Leads to link Programme outcomes to C&F and corporate policies and strategies and ensure that delivery of business benefits does not put the delivery of statutory requirements and service performance at risk.
13. To hold Project Sponsors and Project Leads accountable and enable the identification/logging of project risks at an early stage as well as escalating key risks to senior officers.
14. To design and apply appropriate programme and project management frameworks and standards
15. To co-ordinate support for programme sponsors and project leads, focusing on:
  - determining the viability of the proposed projects and ensuring savings and other efficiencies optimised
  - Realisation of business benefits
  - Planning and monitoring programmes and projects, and project assurance
  - Preparing and maintaining Programme and/or Project Plans, Stage and Exception Plans as required
16. To develop skills to meet the requirements of the job and to respond positively and flexibly to change in order meet the needs of the service.

**3 All staff are expected to maintain high standards of customer care in the context of the City council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.**

**4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**5 Numbers and grades of any staff supervised by the post holder:**

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None

<b>6 Post holder's immediate supervisor:</b> C&A Executive Officer (Level 5)
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**Prepared and updated by/author:** Sophie Russell    **Date:** July 2015

**Job title:** C&A Executive Officer (Level 5)

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# Person specification

Areas of responsibility/ requirements	Requirements	A	T	I	D
<b>Knowledge</b>	High standard of general education including literacy and numeracy.	✓	✓	✓	✓
	An effective knowledge of modern management practice including a thorough understanding of customer care and equalities issues	✓			✓
	Knowledge of recognised project management tools (e.g. PRINCE2)	✓		✓	✓
	Knowledge of management of change processes	✓		✓	
<b>Skills/abilities – interpersonal</b>	Ability to demonstrate leadership skills and inspire, motivate and encourage teamwork	✓		✓	
	To be diplomatic and approachable	✓		✓	
	Able to work at all levels on confidential issues	✓	✓	✓	
	Negotiating and influencing skills	✓		✓	
	Interpersonal skills combined with the ability to work effectively as an individual and within a multi-disciplinary team in an environment of competing priorities and tight deadlines	✓		✓	
	A high level of communication skills, both oral and written and able to respond to diverse audiences including multi disciplined professional, senior managers and partners	✓	✓	✓	
	An ability to work with colleagues on a regional and national level, including effective liaison with central government departments.	✓	✓	✓	
	Experience of managing a complex programme budget and reporting / making claims through PBR type mechanisms.	✓		✓	
<b>Skills / Abilities Other</b>	Ability to lead projects and promote and maintain the trust and confidence of stakeholders in delivering	✓		✓	

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	change to positively impact on outcomes.				
	Ability to work on own initiative	✓	✓	✓	
	Possess an innovative approach to issues	✓		✓	
	Organisational and planning skills	✓		✓	
	Able to set targets and monitor effectiveness of projects	✓		✓	
	Effective problem solving and change management skills	✓		✓	
	Able to use ICT technology effectively	✓		✓	
<b>Experience</b>	A proven record of managing change	✓		✓	
	Experience of planning, developing and managing programmes through to completion	✓		✓	
	Experience of using programme planning and management tools (e.g. PRINCE 2 or MSP)	✓		✓	
<b>Work to promote mutual respect and good relations</b>	Awareness and understanding and commitment to the pursuit of equality of opportunity in terms of <ul style="list-style-type: none"> <li>• service delivery</li> <li>• employment practice</li> </ul>	✓ ✓		✓ ✓	
<b>Other</b>	Willing and able to travel to sites	✓		✓	
	Willingness to work outside normal office hours	✓		✓	
	Ability to attend evening meetings as required.	✓		✓	
	Willingness to comply with the City Council's non-smoking policy	✓			