**SEFTON METROPOLITAN BOROUGH COUNCIL**

JOB DESCRIPTION

**Service: Adult Social Care Location: Bootle**

**Team: Programme Management Office JE Number: A4925**

**Post: Project Manager Grade: Grade J**

**Responsible To:** Service Manager Client & Business Support

**Responsible For:** Associated staff within Programme Management Team

**JOB PURPOSE**

* To assist the Service Manager in the delivery of specific projects as part of Adult Social Care transformation.
* To define, in conjunction with the Service Manager, a varied portfolio of specific projects which support Adult Social Care transformation and developing business as usual activity
* Work with teams and managers to develop projects and plans to be delivered within agreed timelines and in an efficient manner.

**MAIN DUTIES**

* Define the scope, work plan and resourcing for specific projects in collaboration with the Service Manager.
* Undertake research and monitor local and national strategies as necessary to assist with the development of the project and to provide effective management information.
* Prepare detailed work schedules in association with relevant stakeholders and partners and ensure work plan activities are documented, achieved on target and revise work schedules, as necessary.
* Develop and maintain key performance indicators and quality assurance measures for project evaluation.
* Prepare reports, presentations, briefing papers, communication documents etc. as required by the Service Manager for Departmental Management Team meeting, performance boards and with partners and external audiences as required.
* Develop and maintain external networks with Adult Social Care colleagues across the city region and beyond to facilitate project implementation. Liaise with internal and external colleagues to support partnership working.
* Work closely with the communications and consultation officers to ensure key messages are relayed accurately within Adult Social Care and the Council and to the wider community.
* Represent the Service on external policy forums as required and report back to the Service Manager
* Provide coaching and support to build change/project management capability across the service and in the use of the frameworks and tools.
* Provide support to other PMO staff to ensure that project plans are delivered within agreed timelines and in an efficient manner.

ORGANISATION CHART (Subject to change)

Note: The Programme Management Office staffing level may vary from time to time depending on the size of the programme of work.

QUALIFICATIONS AND EXPERIENCE

See Person Specification

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

PERSON SPECIFICATION

Post: Project Manager Post No. TBC

Department: Adult Social Care Division: Programme Management

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

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| **Personal Attributes Required** | **Essential (E)**  **Or**  **Desirable (D)** | **Method of Assessment** |
| **QUALIFICATIONS**  Relevant academic and or professional qualification in Project management | D | AF/C |
| EXPERIENCE  Experience of undertaking complex Project management, achieving results and delivering innovative solutions  Evidence of co-ordinating the delivery of major change projects  Experience of working collaboratively within an organisation, with partners and external bodies and of building strong working relationships  Experience of writing briefing papers and reports for different audiences including strategic leadership and partnership boards  Proven experience in people management and the training, development and guidance of staff you manage | E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I |
| SKILLS/KNOWLEDGE/APTITUDES  Comprehensive Knowledge of both theoretical and practical aspects of project management and the methodologies and the techniques involved in managing large and complex projects  Evidence of innovative thinking and approaches to strategic challenges  Ability to present research and undertake thorough analysis  Ability to prioritise conflicting priorities, time, resource and work under pressure to deliver to deadlines  Ability to build and maintain relationships within the Council and with partners in order to influence and successfully implement change  Excellent interpersonal skills in order to build support for change and collaborative working  Ability to identify ways of assessing and monitoring the impact of major change programmes  Ability to manage complex project plans and meet defined timescales  Knowledge of Council and Adult Social Care processes and governance | E  E  E  E  E  E  E  E  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |

Prepared by Tara Scott, Service Manager, Adult Social Care, June 2022