

SEFTON METROPOLITAN BOROUGH COUNCIL
JOB DESCRIPTION

Service: Children's Services

Location: Bootle

Team: Programme Management Office

JE Number: A5129

Post: Project Manager

Grade: Grade J

Responsible To: Programme Manager Transformation and Service Development

Responsible For: Associated staff within Programme Management Team

JOB PURPOSE

- To assist the Programme Manager and wider team in the delivery of specific projects as part of Children's Services transformation.
- To be responsible for managing and delivering strategic transformation projects aimed at improving services and outcomes for children, young people, and families.
- Work with teams and managers to develop projects and plans to be delivered within agreed timelines and in an efficient manner.
- To work alongside teams to address cultural change and embed new practices

MAIN DUTIES

Project Management

- Define the scope, work plan and resourcing for specific projects in collaboration with the Programme 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.
- Lead and manage the full lifecycle of projects from initiation to closure, ensuring alignment with the organisation's objectives and regulatory requirements.
- Monitor progress, identify risks, and implement mitigation strategies to keep projects on track

Stakeholder Engagement

- 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.
- Ensure effective communication and collaboration with teams across children's services to ensure project outcomes align with service needs.
- Develop and maintain external networks with Children's Services colleagues across the city region and beyond to facilitate project implementation. Liaise with internal and external colleagues to support partnership working and provide project updates where necessary.
- Ensure clear communication strategy to keep the workforce updated

Performance Monitoring & Reporting

- Prepare reports, presentations, briefing papers, communication documents etc. as required for various Boards, meetings and with partners and external audiences as required.
- Represent the Service on external policy forums as required and report back to the Programme Manager

- Develop and maintain key performance indicators and quality assurance measures to ensure projects contribute to improved service delivery in children's social care.
- Ensure all project documentation is maintained and completed to a high standard.
- Track project performance, providing regular reports to senior leadership, ensuring project goals are met within agreed timelines.

Budget and Resource Management

- Manage project budgets, ensuring efficient use of resources.
- Identify resource needs and work with cross-functional teams to ensure project delivery is adequately supported

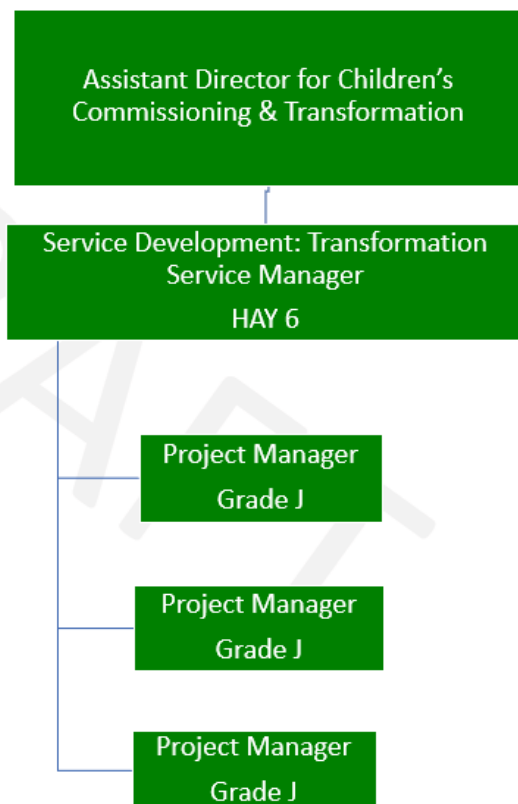
Change Management

- Lead and support change initiatives, ensuring a smooth transition in service improvement projects.
- Identify opportunities for innovation and improvement, helping to shape the future direction of children's Services.
- Provide coaching and support to build change/project management capability across the service and in the use of the frameworks and tools.

Compliance and Safeguarding

- Ensure all projects comply with legal, regulatory, and organisational safeguarding policies.
- Adhere to statutory guidance for children's social care, ensuring projects contribute to the safe and effective support of children and families.

ORGANISATION CHART (Subject to change)



Note: The staffing levels 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: Children's Services

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.

Personal Attributes Required	Essential (E) Or Desirable (D)	Method of Assessment
<u>QUALIFICATIONS</u>		
Relevant academic and or professional qualification in Project management	D	AF/I
Academic Qualifications at degree level	D	AF/I
<u>EXPERIENCE</u>		
Proven experience of undertaking complex, multi-disciplinary project management, within the public sector, ideally in Children's Services or related services and achieving results and delivering innovative solutions	E	AF/I
Evidence of co-ordinating the delivery of major change projects	E	AF/I
Experience of working collaboratively within an organisation, with partners and external bodies and of building strong working relationships	E	AF/I
Experience of writing briefing papers and reports for different audiences including strategic leadership and partnership boards	E	AF/I
Proven experience in people management and the training, development and guidance of staff you manage	E	AF/I
Strong track record in delivering projects on time, within scope and budget	E	AF/I
Experience in stakeholder management, including engaging with senior leaders, practitioners, and external partners	E	AF/I

<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
Excellent communication skills, both written and verbal, with the ability to convey complex information to diverse audiences	E	AF/I
Comprehensive knowledge of both theoretical and practical aspects of project management and the methodologies and the techniques involved in managing large and complex projects	E	AF/I
Evidence of innovative thinking and approaches to strategic challenges	E	AF/I
Ability to present research and undertake thorough analysis	E	AF/I
Strong organisational and planning skills, with the ability to prioritise conflicting priorities, time, resource and work under pressure to deliver to deadlines	E	AF/I
Ability to work collaboratively, build and maintain relationships within the Council and with partners in order to influence and successfully implement change	E	AF/I
Excellent interpersonal skills in order to build support for change and collaborative working	E	AF/I
Ability to identify ways of assessing and monitoring the impact of major change programmes	E	AF/I
Ability to manage complex project plans and meet defined timescales	E	AF/I
Knowledge of Council and Children's Services processes and governance	E	AF/I
Level of financial acumen and experience in managing project budgets	E	AF/I
Strong problem-solving skills and the ability to identify and mitigate project risks effectively	E	AF/I
Understanding of the challenges and opportunities within the children's services sector, including the impacts of policy changes and funding pressures	E	AF/I
Strong ethical approach and commitment to safeguarding and promoting the welfare of children.	E	AF/I

Prepared by: Jackie Finlay

Designation: Programme Manager for Transformation & Service Development

Date: September 2024