

JOB DESCRIPTION

TITLE: Project Manager

POST NO:

DEPARTMENT: Children, Families and Education

DIVISION: Quality and Improvement

RESPONSIBLE TO: Improvement Business Partner

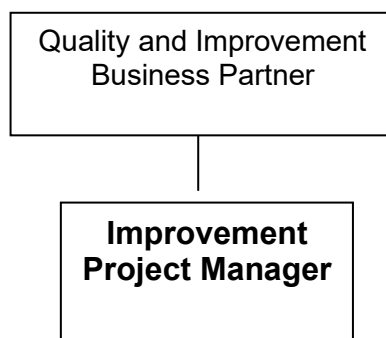
GRADE: M1

PURPOSE OF POST:

The Project Manager will support each project or programme ensuring projects are on track and delivered on time, maintain their business focus and that risk is appropriately identified and managed. The Project Manager will build sustainable and key relationships to support a successful and embedded project outcome.

Support the achievement of Children's Services improvement projects.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:**%**

- | | | |
|----|--|----|
| 1. | The Improvement Project Manager will manage and deliver projects that contribute towards the Children's Services Improvement Programme. This will involve developing, establishing, planning and co-ordinating multiple projects in a timely fashion, within budget and to a high quality to enable a successful delivery output for the function. | 25 |
| 2. | Support the complex day to day operational and tactical aspects of a range of transformational projects. They will take the appropriate action and make timely decisions, maintaining a focus on delivery of identified outcomes, value for money and efficiency savings. | 20 |
| 3. | Responsible for the development and implementation of project plans and all relevant documentation including, but not limited to, Project Scopes & Charters, Project Initiation Documents, Service Specifications, Project Plans, Task Summaries, Risk Registers, Issue Logs, Consultation & Implementation Plans, Integrated Impact Assessments and Progress & Highlight Reports. | 20 |
| 4. | Secure effective working relationships with all relevant colleagues and key stakeholders across the Council and with relevant partners to ensure a co-ordinated service and cross cutting approach to project delivery. Ensure all stakeholders remain committed to the programme and projects throughout its course and that disputed issues are escalated appropriately to bring resolution. | 10 |
| 5 | Complete project highlight reports, as required, for Senior Managers in order to inform management decisions. This will include for example; DMT, CLT, CLMT, Joint Board, Policy Group, the Council's Executive and Scrutiny Committees. | 10 |
| 6. | They will use professional skills, knowledge and experience, provide day to day guidance, support, training and supervision to team members to ensure quality service delivery and best practice in line with procedures. | 10 |
| 7 | Conduct any project work as required to support the wider business function. | 5 |

CONTEXT:

The post holder will play a significant role in supporting and implementing the improvement activities required to support the ongoing Children's, Families and Education Improvement programmes. These are extensive programmes and are the council's response to feedback from Ofsted inspections. The post holder will be responsible for delivering projects and providing support and line management to programme support officers, they will be responsible for supporting work streams across the directorate that contribute to the overall improvement aims and objectives.

The post holder will be required to establish excellent working relationships with senior colleagues and have a high level of engagement with all colleagues across the department. The Improvement Project Manager will be expected to work across services and understand the issues, dependencies and opportunities for each service as required to meet the specific project objectives. The post holder will need to be flexible and agile across service areas and contribute across the department as required.

The post requires d problem solving, influencing and negotiation skills within a challenging environment with a high level of autonomy and initiative required in the delivery of individual work programmes and that of the team.

Close collaboration is required with other colleagues within Children's Services, the Strategic Change, ICT & Business Intelligence team, HR and through developing professional relationships across the organisations services and key stakeholders, partners and external organisations.

ADDITIONAL INFORMATION

Physical Effort: N/A

Working Environment: The post is appropriate for agile working practices and the post holder will be expected to work from a variety of locations

DIMENSIONS:

Supervisory Management: up to 2x Programme Support Officers, they will contribute to supporting the associated projects to meet the Programme deliverables

Financial Resources: No direct budgets, indirect influence supporting the project budget and savings delivery

Physical Resources: Not applicable

Other: Not applicable

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of successfully managing complex projects.	1,2	Experience of delivery of public sector projects.	1,2
	Experience in risk, change and stakeholder engagement and management.	1,2	Experience of working in the public sector.	1,2
	Demonstrable experience of working on change projects.	1,2	Experience of having managed and lead teams of staff.	1,2

Skills/Abilities	Ability to deliver project plans, business cases and project documentation, analyse complex information and data including the ability to identify patterns, trends and inconsistencies in data and produce meaningful statistics.	1,2,5		
	Able to develop and maintain positive relationships with colleagues, key partners and stakeholders.	1,2		
	Demonstrable communication skills including the ability to consult, challenge, influence and negotiate effectively with a wide range of people.	1,2		
	Ability to prepare and present low level reports in a clear and comprehensible manner.	1,2,5		
	Able to plan and organise, own workload and work of others and work under own initiative, with autonomy and with minimal supervision.	1,2		
	Ability to work effectively as part of a team in order to mentor and develop others and meet conflicting work demands, targets and deadlines.	1,2		
Equality Issues	Ability to understand equality issues in detail and to; -Anticipate their impact on services -Integrate equality issues into service delivery and to assist with implementation	1,2		
Specialist Knowledge	Knowledge of both theoretical and practical aspects of project management.	1,2	Knowledge of public sector consultation and tendering procedures and requirements.	1,2
Education and Training	Prince 2 Project Management Or Agile Practitioner Qualification or equivalent experience	1,2,4	Knowledge and use of project management software.	
		1,2		

		1,2	Knowledge of project management techniques and tools.	
Other Requirements	Ability to travel within the Borough and attend meetings outside of normal business hours.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2018)