

Title
Project Manager, Adult Social Care
Job Purpose

Department
Adult Social Care, Health and Public Protection

Post Ref.

The Project Manager is responsible for the delivery of key work-streams within the Adult Social Care and Health portfolio and a lead responsibility for changes resulting from the implementation of the Care Act and the Adult Social Care Strategy.

Key Responsibilities	Key Accountabilities
<ol style="list-style-type: none"> 1. To develop a project documentation setting out clear priorities and work streams, realistic timescales, outputs and outcomes. 2. To manage and lead the work with staff within the department to implement and embed the work-streams across the full range of duties, monitor performance against the programme plan and monitor and evaluate individual projects. 3. Day to day decision making and responsibility for the work of the work-streams. 4. To collaborate with partners/stakeholders to secure overall commitment to the programme and the associated work streams. 5. To manage resources within the budget 6. To identify, analyse and manage risks associated with the individual work streams. 7. To ensure that good communication mechanisms exist with all stakeholders and that these are implemented both externally and internally to achieve the agreed outcomes. 8. To be an integral part of the structure undertaking the work related to the Adult Social Care and Public Health portfolio, participate in meetings and report progress within agreed report 	<ol style="list-style-type: none"> 1. Delivering on work-streams to time, budget, resources and performance. 2. Leading on embedding change within the department and within partner organisations. 3. The accuracy of information and data provided to enable strategic decision making by the Senior Leadership Team. 4. Timely and appropriate intervention in off target services 5. To ensure that services supervised deliver value for money. 6. Setting ambitious and achievable targets in work-stream plans 7. Taking decisive action to ensure that work-streams meet their budget and performance targets 8. The quality, accuracy and timeliness of written reports and presentations, and the successful organisation and oversight of meetings and activities, as required. 9. The quality of departmental plans and strategies, together with items of communication from the Department to the wider council and partner organisations,

<p>structures at regular intervals, as required.</p> <p>9. To manage exceptions, slippage and issues of priority and initiate corrective action as appropriate to ensure the deliverables are achieved, with the oversight of the Strategic Development Manager.</p> <p>10. To establish and maintain performance management systems for the work-streams.</p> <p>11. To liaise with senior officers and Members within the council regarding the work-streams as required.</p> <p>12. To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.</p>	<p>10. The quality, accuracy and timeliness of written correspondence sent to the public, MPs, Councillors and stakeholders.</p> <p>11. The effectiveness of the day-to-day coordination of activity within the council and between the Council and Partner organisations.</p>
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The post holder will perform any duty or task that is appropriate for the role described

Person Specification	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. Educated to degree level or equivalent with a continuing record of achievement in professional development. 2. Experience of project management, preferably with a relevant qualification. 3. Experience of working in a service improvement/change management/organisational development role. 4. Strong track record of practical delivery and implementation. 5. Knowledge of social care including the social care process, systems and practice 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 6. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 7. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 8. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
<p>Experience</p>	

Tier 7 – Experienced / Professional Staff

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| <ol style="list-style-type: none"> 1. Experience and evidence of delivering complex projects within deadlines. 2. Experience of translating strategy into action. 3. Experience of developing positive working relationships with stakeholders and influencing partners to deliver a common agenda. 4. Experience of analysing complex information, interpreting guidance and regulations and applying these to projects and/or programmes. 5. Experience of presenting information to groups/individuals – both formally and informally 6. Experience of working in local government, including involvement with elected members. 7. An understanding of and commitment to effective customer and community engagement 8. An understanding of and commitment to the delivery of equality and diversity in employment and service delivery. | <ol style="list-style-type: none"> 9. Ability to meet agreed objectives and delivery targets by the effective use of resources. 10. Ability to develop and maintain an agreed project plan and detailed stage plan(s). 11. Ability to apply risk assessments and project management disciplines and to deliver projects on time and within cost limits. 12. Ability to write well and prepare precise, clear and stimulating reports and briefings. 13. Ability to meet deadlines. 14. Excellent communication and presentation skills. 15. A good standard of IT skills and the ability to make effective use of technology. 16. A commitment to delivering excellence and undertaking activities to the best of ability. 17. An ability to work reliably and responsibly with internal and external stakeholders and encourage and support others to achieve goals. 18. An ability to identify problems, analyse the relevant factors and, through the use of appropriate information, deliver effective solutions. 19. An ability to plan, organise, manage and monitor activities of self and others towards the achievement of objectives, priorities and schedules. 20. An ability to take account of the broader strategic context of |
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	<p>the programme and understand programme interdependencies.</p> <p>21. High level of personal credibility and integrity.</p>
<p>Role Dimensions</p> <ol style="list-style-type: none"> 1. Responsibility for the practical delivery of transformation work under the Adult Social Care Portfolio 2. To ensure the work is linked to transformation work taking place in the local health community, in the cross-cutting Council work on community empowerment and resilience and with other partners and stakeholders. 3. Successful implementation of the Adult Social Care Strategy will support the delivery of savings projects with an overall target of £17.9m between 2018/19 and 2020/21. 4. The post will have line management responsibility for up to four members of staff at grade C and wider responsibilities to direct staff working on specific, time-limited projects as and when required. <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 26.3.15