

**Job Description**

**Job Title:** Project Manager and Performance Lead

 (Fixed Term for 2 Years)

**Salary Grade:** Grade 8

**SCP:** 31 - 35

**Job Family:** Organisational Support

**Job Profile:** OS 4

**Directorate:** Commercial & Corporate Services

**Job Ref No:** N/A

**Work Environment:** Office/Agile

**Reports to:** Performance Manager

**Number of Reports:** 1

Your normal place of work will be at the Stanfield Centre, but you may be required to work at any Company-recognised workplace.

**Purpose:**

Together for Children (TfC) has an independent Family Group Conferencing (FGC) service, which sits within Early Help and achieves positive outcomes with our families including keeping them below the statutory threshold and supporting them with the right level of intervention.

TfC have recently secured funding from the DfE’s ‘Supporting Families: Investing In Practice Programme’ to deliver a Family Group Conferencing pilot with families. The pilot will support families to stay together wherever appropriate so that fewer children need to be taken into care and giving them the best chance to succeed in life. It will be part of national trials to gather robust and usable evidence on the effectiveness of the model in keeping children and parents together.

This role is responsible for project-managing the planning and implementation of the Family Group Conferencing Programme and producing regular reports and updates. The role will include the production and evaluation of data and information to develop business analysis, projections and trends for incorporation into strategic and operational decision-making. The role will involve liaising with the other 21 local authorities who are also delivering a Family Group Conferencing pilot with families to develop national best practice as well as reporting to DfE and contributing to the What Works for Children’s Social Care evaluation.

**Key Responsibilities:**

Plan, develop and implement the Family Group Conferencing Programme and take responsibility for its budget.

Plan and organise the work of others to ensure the timely delivery of the programme, the achievement of objectives and standards, and the appropriate allocation of the programme budget.

Contribute to the development and motivation of colleagues delivering the Family Group Conferencing Programme.

Meet with internal and external partners to review the delivery of the Family Group Conferencing Programme and resolve problems.

Develop key performance indicators, which align the Family Group Conferencing Programme.

Work with services to ensure that all data requirements are understood, and key datasets, dashboards and reporting are built.

Work with operational and strategic managers, to understand, assess and evaluate the Family Group Conferencing Programme.

Produce regular data analyses using operational metrics and reports.

Measure the impact and effectiveness of the Family Group Conferencing Programme to evidence outcomes and to identify any areas for improvement.

Provide information and guidance to Directors and Service Managers on performance and improvement issues relating to the Family Group Conferencing Programme.

Interpret and evaluate data to develop business analyses, projections and trends to internal decision-making.

Identify patterns and insights in data using mathematical/statistical methods.

Compile complex information appertaining to the Family Group Conferencing Programme and present this in reports for consideration and action by local and national audiences.

Investigate the circumstances, background and influences of complex situations relating to the Family Group Conferencing Programme to arrive at effective conclusions and instigate local and national change in relation to work with complex families.

Participate in internal and national working groups to develop, policies, systems and improved working practices relating to Family Group Conferencing.

Represent Together for Children and its Family Group Conferencing Programme at a local and national level, influence decisions, jointly establish policy procedure and gather information/intelligence.

Provide specialist advice, guidance and support to operational and strategic TfC colleagues, local families and other parties involved with the national Family Group Conferencing pilot.

Contribute to the development of local policy and national good practice for family group conferencing by provision of sound advice and evidence-based opinion.

Identify and propose service developments and improvements to the Family Group Conferencing Programme for the mutual benefit of Together for Children, the other 21 participating local authorities and complex families across the country.

**Management Responsibilities:**

Management of Business Support Assistant.

**Statutory Requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use information only for authorised purposes.

**Author**: Laura Johnstone

**Date**: August 2019



**Person Specification**

**Job Title: Project Manager and Performance Lead**

**Role Profile Reference: n/a**

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| **Essential Requirements**  |
| **Qualifications:*** Degree or equivalent qualification
* Project management qualification
 | Application Form Interview |
| **Experience:*** Management of large-scale or complex projects with successful results
* Development of innovative KPIs/metrics
* Production of informative and actionable reporting that highlights business trends and opportunities for improvement
* Experience of effective stakeholder management
* Experience of working within a partnership setting.
 | Application Form Interview |
| **Knowledge:*** Advanced Excel knowledge and experience
 | Application Form Interview |
| **Skills:*** Managing project activity and resources
* Organising and motivating project team members
* Strong time-management and organisational skills
* Analysing and managing project risks/issues
* Answering, pre-empting and posing business performance questions and problems
* Monitoring and reporting progress of projects
* Managing priorities and work demands displaying initiative and creativity
* Effectively using a PC to write reports, record information or input data
* Taking ownership and responsibility arising from own and others’ work appropriate to the level of the post.
 | Application form Interview  |

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