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| **Job Description** | |
| **Post title** | Project Manager |
| **JE Reference No** | N10821 |
| **Grade** | Grade 14 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Operational Support |
| **Reporting to** | Strategic Manager – Operational Support |
| **Location** | Your normal place of work will be County Hall, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post iseligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

This role will lead on the tactical management, planning and co-ordination of improvement initiatives and developments within Children and Young Peoples Services, including Signs of Safety Implementation.

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| **Duties and responsibilities** |

Listed below are the responsibilities for this role:

* To lead the planning and implementation of improvement and development priorities which support the delivery of statutory and non-statutory functions to children, young people and their families.
* To lead consultative work with a broad range of stakeholders, including children and families, council staff and partners to ensure that priority improvement work is clearly defined and scoped.
* To contribute to the development of policies, procedures and processes which are relevant to the project and ensure these are reflected in learning and development programmes.
* To lead the development and implementation of assurance systems to ensure that improvement priorities are taken forward in a way which meets Service requirements and high quality supports practice.
* To ensure that the resources required to implement each priority are accurately identified and costed and that appropriate business cases are developed.
* To lead and coordinate work across key stakeholder/work groups, ensuring that critical dependencies and risks are clearly identified and key deliverables are achieved.
* To ensure that outcomes and efficiencies associated with the programme are identified and captured.
* To lead the development of systems to monitor progress with improvement plans and then report progress to the relevant improvement board.
* To lead the production of key documentation for the programme including those required for governance, initiation, planning, risk management and reporting.
* To ensure improvement work is taken forward in alignment with the key vision of the Council, and its priorities for people and communities.
* To work with colleagues from the Communication and Marketing Team to develop and implement a communication and engagement plan for management, staff, partners and service users/members of the public.
* Commitment to continuous professional development.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Strategic Manager and Corporate Director.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | NVQ Level 5 or equivalent in a relevant discipline | Project Management Qualification equivalent to PRINCE2 Foundation level |
| Experience | Experience of managing a project in a middle/large size organisation.  Experience of using the signs of safety practice model.  Experience of working in a Childrens Service organisation such as social care or early help.  Experience of producing and presenting reports to senior management or project boards.  Experience of liaising across a broad range of stakeholders and levels of management and staff. | Experience of producing project documentation |
| Skills & Knowledge | An understanding of the key factors involved in successfully managing a project.  Use of a broad range of software including Microsoft Office.  Good tactical planner.  Ability to communicate technical information in ways which can be understood by customers.  Ability to deal with competing priorities.  Ability to achieve deadlines.  Ability to negotiate effectively.  Excellent Presentational skills.  Excellent communication skills.  Knowledge of the Data Protection Act.  Commitment to continuous professional development. | Knowledge of Local Government  Social Care Information Systems  Understanding of the signs of safety practice model  Proven project management skills. |
| Personal Qualities | Understanding of the needs of others.  Coping with heavy workload.  Self-starter and responsive to others  Innovative thinker.  Meets targets  Analytical approach to problem solving  Access to a car or access to a means of mobility support (if driving, must have a current valid driving licence and appropriate insurance).  Ability to motivate others. |  |