

JOB SUMMARY

Post Title	<i>Project Manager – Families First Programme</i>						
Job Family	<i>Business Support</i>	Pay Range	<i>10</i>	Line Manager to others?	<i>Yes</i>	Role profile ref	<i>BS10</i>
Service Area	<i>Children's Social Care</i>						
Line Manager	<i>Business and Change Manager</i>						
Location	<i>County Hall, Newport / Agile</i>						

Job Purpose:

As a key member of the Business and Change team, you will provide project management support to the Families First senior responsible officer of the programme to achieve agreed targets, outcomes, and objectives, including impact measurement and evaluation.

Lead the delivery of the Families First programme by managing its structure, scheduling programme boards and workstreams and co-ordinating actions within the families first delivery plan.

To guide and support the team on programme and project management, business intelligence, needs analysis, and gap analysis to inform service planning, strategic decision-making, and delivery of specific project objectives.

Job Context:

- Take ownership of the project, using initiative to drive progress and resolve challenges.
- To line manage staff, carryout supervisions and follow the correct processes and procedures
- Confident in leading programme governance, including organising boards and workstreams.
- Comfortable managing competing priorities and ensuring timely delivery of actions.
- Able to collaborate effectively across teams and influence stakeholders to achieve outcomes.
- To support the continuous improvement of services within the Families First Programme and children's services.
- To support the current transformation programme within Childrens Services to develop the way we work with families and/or partners across the Island team.
- To manage the workstreams within the programme and ensure adequate controls and governance are in place to ensure they are delivered to plan and specification. Monitor and manage progress, change, risks, issues and provide regular and objective reports on their performance and escalate/action as required.
- To aid the implementation and management of frameworks for risk management, project management, programme management and continuous improvement.

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- To provide specialist resource in project management either in assisting in the initiation of projects or to manage projects. To provide advice to the team on project management matters including appropriate documentation and governance/control.
- To understand and have the ability to report on the current and expected future progress of the Families First Programme and other related projects.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant experience within the service area / profession, with evidence of appropriate specialist knowledge.	Experience of successfully co-ordinating or managing projects or work within a project. Experience and knowledge of recognised project management techniques.	E	D
Good knowledge of other areas of the authority relevant to the service.	Understanding of Local Authority duties and processes specifically with regards to Children Social Care, including Early Help and Education and Inclusion.	E	
Authoritative knowledge of the specialist work practices, systems, policies, procedures and professional guidelines relevant to the work area.	To have knowledge or experience of project governance, risk management and maintaining documentation.		D
Excellent communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand. Proven ability to build relationships and engage successfully with the stakeholder community.	To have effective communication skills. Also, to recognise the value of using different communication mediums and styles depending on need.	E	
Good literacy, numeracy and report writing skills. High level of technical expertise in analysis and data manipulation.	Experience of researching and producing reports that contain both quantitative and qualitative analysis.	E	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure	To ensure effective time management and adhere to deadlines	E	

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standards, outcomes and deadlines are achieved.			
Excellent ICT skills - including use of Microsoft applications and specialist systems which support procedures and record keeping.	Have good knowledge of and experience with the MS Office Suite and other key applications extensively including MS Excel.	E	
Experience of contributing to project delivery as part of a team.		E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 4 up to first degree standard or equivalent experience in a relevant subject.	Subjects should be one of the following list or similar: <ul style="list-style-type: none"> • Business Management • Project Management • Information Technology Or equivalent experience	E	
Relevant professional / vocational qualification.	To currently hold or be working towards a Recognised Project Management qualification Evidence of continued professional development within the areas of: <ul style="list-style-type: none"> • Training • Coaching/mentoring • Communication skills • Continuous improvement • Information Governance 		D
Professional registration may be required.	PRINCE2 Foundation (or close equivalent)		D
Other Requirements:			
<ul style="list-style-type: none"> • Participate in own self development, in order to improve performance at work by being responsible for the identification of own training needs and develop a systematic approach to meet these needs. • To work in a strengths-based way with ability to prioritise workloads and achieve deadlines (own deadlines and the deadlines of the team). • May be required to undertake other tasks which are commensurate with the grade and role. 			