

Kirklees Council

DIRECTORATE: Children and Families
SERVICE: Learning and Early Support
SECTION: STRONGER FAMILIES PROGRAMME

JOB TITLE: PROJECT MANAGER
GRADE: 12

ABOUT THE JOB

Although your primary focus will be to both lead and contribute to a variety of projects in line with service priorities and change initiatives, you will also support and assist Senior Managers in the development of services and in the setting of measurable outcomes.

Using and promoting a project management approach you will prepare and implement project plans and be responsible for the evaluation of objectives, targets and outcomes within the project planning process. For some projects you will be expected to research and provide costed options for consideration by senior managers. You will ensure effective communication within the service with partners and stakeholders concerning specific projects. Contributing to the formulation of plans to implement programmes of change will also form part of your role.

An important part of your role will be to act as link person with managers and staff teams affected by programmes of change, establishing communication channels to ensure stability is maintained during the period of change. You will be instrumental in ensuring staff recognise their roles in service delivery and change.

You will establish and implement systems to monitor progress against targets and to evaluate the impact of project activities providing regular reports on the progress of specific projects to Steering Groups/Management Boards.

You will participate in consultation processes with affected stakeholders and participate in steering groups to move forward the service agenda for change. Often chairing the projects groups for programmes of change, you will ensure the management of consultation processes is effective and report to Steering Groups and Senior Managers as appropriate.

You will respond to any situations which may arise as a consequence of the implementation of projects or programmes for change.

You will promote identified change in services to ensure that support is available and services are provided to meet the needs of individuals across organisational boundaries. You will be responsible for ensuring managers adopt the principles of

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change management enabling them to adopt good practice in the management of the service.

Promoting strong, direct and effective communications and consultation between partner organisations, you will ensure change management principles are employed in a timely, transparent and coherent manner that enable service users needs to be met.

You will take a lead role in the development, implementation and management of systems, processes and policies in relation to the change management processes, that audit, monitor, evaluate and review service delivery and set clear action plans in response to internal and external audits and inspections. Using a project management approach, you will undertake reviews of systems, procedures and processes to ensure they are effective and efficient.

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](#) to read our safeguarding policy. Alternatively go to: <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>

THE STRONGER FAMILIES PROGRAMME

Kirklees is committed to delivering the Government's Troubled Families Programme, known locally as the Stronger Families Programme. Co-ordination locally sits with the Directorate for Children and Families whilst a small team of data analysts and performance leads who work on the programme are embedded in the Council's performance and intelligence service. A network of 23 consultants work within Council services and partner agencies. They are charged with championing whole family ways of working and for securing transformation in the way those services and agencies approach their work with children and families. The programme will directly target families to address the national priorities of children's safeguarding, crime, anti-social behaviour, poor school attendance, unemployment, mental health and drug and alcohol misuse.

A multi agency steering group of managers supports the programme by contributing to the identification of local needs, good practice and evidence based approaches. The aim is to develop an integrated and innovative approach to working with some of the most complex families in Kirklees.

The Stronger Families programme links to the wider work of the Early Support

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Partnership and other service transformation work across the district. It aims to ensure that integrated support is provided for families facing the greatest difficulties. Detailed monitoring systems are in place to ensure there is evidence of families making progress towards national criteria and that maximum income is derived from successful payment by results claims. The programme is also evaluated on its success in local innovation and proven approaches help to shape future service provision and sustainable changes in mainstream service delivery.

Strong working arrangements with partners (including the voluntary sector and schools) will be further enhanced to ensure the impacts of the programme for families and new ways of working are embedded into wider plans and result in the transformation of services.

Key objectives for the programme are improving collaboration across sectors and agencies to use resources effectively through:

- Assessing and planning interventions which address the needs of the whole family.
- Improved information sharing between agencies.
- Increased co location and improved pathways.
- Increased understanding and use of evidence based approaches.
- Providing early help to prevent problems from escalating and strengthen resilience.
- Interventions which encourage families to find their own solutions and to become self reliant.
- Promoting and developing community based and informal channels of support for families.
- Enabling individuals and families to participate fully in society and economic activity.
- Smarter commissioning.

KEY RESULT AREAS/OUTCOMES

- Projects that meet service objectives and priorities are delivered within given timescales using a project management approach.
- Programmes for complex change processes are co-ordinated to achieve a smooth and efficient transition.
- Project plans are prepared, implemented and evaluated in a timely manner.
- Stakeholders are consulted on any changes in service provision.
- Support programmes are co-ordinated for staff and managers affected by change brought about by service development.

RESPONSIBLE TO: **Service Manager – Early Support Service**

RESPONSIBLE FOR: **Consultants and a range of commissioned projects**

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PERSON CHECKLIST

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 2. To find out more about Council Behaviours and Expectations please click [here](#) and click on the tab “Working for Kirklees”. These behaviours will be tested through the selection process.

We also expect you to promote and role model the Council’s Expectations of a New Council employee within the organisation

For Recruitment Purposes: In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:

Project management experience which demonstrates successful outcomes in the development of services and initiatives.
Specialist knowledge of one or more areas relevant to the Stronger Families Programme including legislation and government guidelines.
Analytical and problem solving skills based on a clear understanding of issues facing vulnerable families.
Ability to manage staff resources effectively including the ability to direct staff working on specific projects.
IT skills to work with management information systems.
Willingness to undertake an enhanced Disclosure and Barring check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence and it is expected that you will either use a council vehicle or your own car (exceptions can be made for disabled applicants).

Reference No	CL004
Created	26 March 2010
Graded	date
Prepared By/Amended By	EMTM
Amended On	
Job ID	

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