

# Project Manager YJS Management Board Grade 13

## Job Purpose

Our overarching vision for Kirklees is to be a district which combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity, and low inequality where people enjoy better health throughout their lives.

In Children's Services, we know a child's journey through school and into adult life shapes their future. We want to prepare all children for successful independent lives where they have the skills, they need to achieve their aspirations, giving them the best start in life.

Children's Services incorporating the Youth Justice Service is on an Improvement Journey to be outstanding. With a focus on outcomes and putting children and young people at the heart of all we do, we will lead the way in designing services for the future, working restoratively with our people, partners, and place. You will support the Programme Manager for Youth Justice Service (Management Board) to develop and deliver multiple projects from set up through to closure.

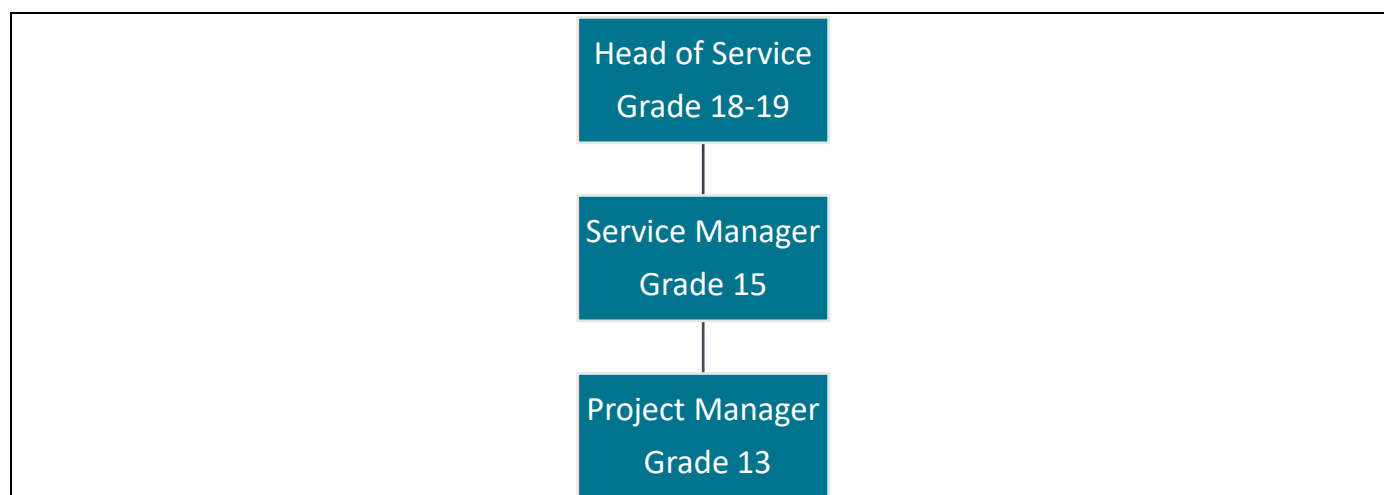
This role is based within [Children and Families](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

- In this role you will support the implementation of projects across Youth Engagement Service and Youth Justice Management Board. Many of the issues and opportunities we face are complex and emotive. In this role you will need to understand the context of issues against statutory and regulatory frameworks whilst taking an evidence-based approach to problem solving.
- Some of these projects will be part of our ongoing Ofsted and HMIP journey to outstanding and some will be transformational service led change. All projects will contribute to the council's shared outcomes.
- You will support this by having day to day management responsibility for multiple projects, overseeing implementation activities and ensuring that all services in scope are involved and engaged.
- Developing good working relationships with all relevant stakeholders will be key alongside an understanding of the council's organisational leadership and governance arrangements.
- Reporting to Children's Services Senior Leadership Team, The Youth Justice management Board and relevant Programme Managers. You will plan and design the projects, proactively monitoring progress, resolving issues, and initiating corrective action as appropriate.
- You will develop systems to ensure that robust governance and quality assurance measures are in place to monitor the effectiveness of the projects and the impact/what difference they have made for children and services. You will update the project risk register(s) appropriately and provide reports to the relevant board.

- Ensures the processes and methodology to deliver the project(s) is appropriate, transparent and accountability for all decisions is clear and agreed.
- Advises on how new ways of working could be prototyped and piloted to support the effective management of risk.
- Ensures projects are tracked against the wider children's services programme and vision for Kirklees.
- Is responsible for ensuring the work is planned in a way to effectively achieve the required results.
- Describes how outcomes and benefits to the service are identified, defined, tracked, and delivered.
- Supports collaboration and liaises with other corporate enablers and teams to ensure that activities are joined-up.
- Undertakes financial modelling and monitoring to ensure an understanding of services in scope and compliance with budget requirements.
- Ensures lines of communications with all stakeholders are in place.
- Keeps all information up to date to continually track the changing environment.
- Undertakes research and analysis into best practice from other local authorities, public sector organisations and private sector bodies and fosters relevant contacts and relationships where appropriate.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Understanding and knowledge of Youth Justice Service, early intervention, learning, education, and skills and/or children's social work and relevant legislation	Essential
Understanding of the national landscape and challenges relating to Children's Services and Youth Justice Service.	Essential

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Experience of driving large change projects in a multi-agency partnership environment to successful conclusions	Essential
Qualification relating to project management e.g., PRINCE2 / Agile, or equivalent demonstrable practical experience of undertaking project management.	Essential
Experience of, and ability to demonstrate applying Restorative Practice	Essential
Has a pro-active approach to driving progress and problem resolution together with the ability to analyse, determine and prioritise key actions to deliver project targets and outcomes.	Essential
Ability to identify problems and resolve issues through effective influencing and negotiation	Essential
Experience of effective communication with stakeholders both internal and external to the organisation.	Essential
Ability to provide reports to the Project Boards.	Essential
Understands the leadership of change in a political environment	Essential
Understands the issues facing local government	Essential
Knowledge of financial systems and procedures and an understanding of resource allocation	Essential
Ability to write clear and concise reports	Essential

## Behaviours and expectations

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

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

### For Office Use Only:

Job Category	Project Management	Grading ID	67615 matched to 64730 64360
Job ID	80100905	Last Updated	March 2023
Job Focus	No	Career Progression	No

### Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		