

## Transformation Project Manager – Grade 13

In Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We are always looking for better and smarter ways of working. We are trying to do things differently so that we make the best use of the resources we have available and so that we build effective partnerships with other organisations, delivering efficiencies for the public sector and more seamless services that are of high quality for people who need to use them.

We are undertaking several projects as part of our programme of change and our approach to quality improvement to help achieve our vision for Adult Social Care. Transformation Project Managers have a key role in supporting the day-to-day management of these projects. We are looking for people who live all the Council's behaviours and continually strive for excellence. If successful, you will join an ambitious, creative and highly collaborative team which aims to exemplify the 'We are Kirklees' way of doing things.

This role is based within Adults & Health. Find out more about [working for Kirklees](#)

### The Job

In this role you will support the implementation of projects within the Adults Transformation Portfolio. These are projects that seek to improve the way that we do things right across the Council.

The project managers will support this implementation by having day-to-day responsibility for one or more projects, overseeing implementation activities, and ensuring that all services in scope are involved.

Developing good working relationships with all relevant stakeholders will be key, including other corporate enablers, to effectively co-ordinate activity.

The role also involves proactive monitoring, including the identification of good practice that can be shared across the team and Council. At the same time, the project manager will be required to identify and appropriately escalate any risks and issues that may impact on successful implementation.

The project manager will be required to utilise agreed tools and templates to effectively monitor progress and provide clear, concise reports to the Head of Transformation and relevant governance groups.

The project manager will support working groups to undertake research and analysis, including research into best practice from other local authorities, the wider public sector and private sector. The project manager will also support the development of cost models and business cases as required to support investment decisions.

To manage implementation risks, the role will also involve advising leads on ways to effectively prototype and pilot new ways of doing things, and to implement solutions incrementally.

### Job Checklist

- Oversees the day-to-day implementation of one or more projects within the Adults Transformation Portfolio.
- Responsible for ensuring that work is planned in a way to effectively achieve the required outcomes.
- Identifies all key stakeholders and effectively manages stakeholder relationships and communications to support implementation activities.
- Ensures that dependencies between projects and wider strategic changes are understood, tracked and well managed.
- Describes how benefits to the organisation are identified, defined, tracked and delivered.
- Reports on progress to the Head of Transformation and relevant stakeholder groups using clear, concise reports and dashboards.
- Undertakes research and analysis into best practice from other local authorities, public sector organisations and private sector bodies and makes relevant contacts where appropriate.
- Liaises with other corporate enablers to ensure that activities are joined-up.
- Develops business cases where required to support decision making about investments.
- Advises on how new ways of working could be prototyped and piloted to support the effective management of risk.
- Please click [here](#) to see your responsibilities related to safeguarding.

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will have a good track record of supporting project implementation or implementing large and complex initiatives in the Council or elsewhere.

Your behaviours and skillset will give you the credibility required to gain the commitment of stakeholders and ensure projects are successfully delivered on time and within allocated resources.

With a cross-Council approach in mind you will understand the connections and dependencies between projects within the Adults Transformation Portfolio, and other Kirklees Council initiatives and strategic priorities.

Your communication and influencing skills will allow you to build positive, trusting relationships with colleagues and partners. You can also utilise these skills to positively challenge stakeholder thinking, focusing on the benefits and risks of new approaches.

You will be comfortable working flexibly and managing uncertainty. You will have the ability to manage a rolling programme of work and collaborate with different teams of people as required to support the outcomes that the directorate is seeking.

This role will require you to be highly organised, methodical and reliable. You will be required to prioritise and plan your workload and work independently.

Appropriate 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 3. [Click here to find out more](#) ●

## Person Checklist

- Experience of supporting the implementation or transformation or change in the Council or another organisation.
- Understanding of good practice in project or programme management and practical experience of implementing it (a relevant qualification or training is beneficial, but not essential).
- A pro-active approach to driving progress and problem resolution together with the ability to analyse, determine and prioritise key actions to deliver targets and outcomes.
- Ability to identify problems and resolve issues through effective influencing and negotiation.
- Excellent communication skills (written and verbal) and also able to communicate with stakeholders internally and externally.
- Ability to compile succinct dashboards and clear and concise reports, identifying key successes and issues for resolution.
- Ability to analyse and synthesise large amounts of information, develop cost models and business cases.
- Understands the leadership of change in a political environment.
- Understands the opportunities and challenges facing Local Government and the wider public sector
- Ability to handle uncertainty and to work independently on their own initiative.
- Highly organised and reliable.

*This Role 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 Recruitment Purposes:** In order to be considered for this role you will need to complete the two-question application form.