

Project Manager Children's Services - Grade 13

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 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 Children's Services to develop and deliver multiple projects from set up through to closure.

This role is based within Resources, Improvement and Partnerships Directorate. You will be expected to work flexibly across Family Support and Child Protection, Learning, Skills and Early Support and Resources, Improvement and Partnerships services.

The Job

In this role you will support the implementation of projects across Children's services. 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 journey to outstanding and some will be transformational service led change. All projects will contribute to the council's shared outcomes

The project manager 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 Improvement 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.

Job Checklist

- 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
- 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 be passionate and committed to making a difference to children and young people and enjoy the challenge this brings

Your clear understanding and track record of innovation in change management project delivery will give you the credibility to gain the commitment of stakeholders to ensure projects are successfully delivered on time and within allocated resources.

With a 'We're Kirklees' approach in mind you, will understand the connections and dependencies between the projects on which you are working and other Council transformation programmes.

Your communication and influencing skills will allow you to positively challenge stakeholder thinking, focusing on the outcomes, benefits and risks of the new approaches delivered by these changes. Your strong customer focus and commitment to making a difference for Children, Young People and their Families will positively support a managed collaboration and connectivity between Council services and community and voluntary organised activities.

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 3. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

Person Checklist

- Understanding and knowledge of early support, learning, education and skills and/or children's social work and relevant legislation
- Experience of driving large change projects in a multi-agency partnership environment to successful conclusions
- Qualification relating to project management e.g. PRINCE2 / Agile, or equivalent demonstrable practical experience of undertaking project management.
- 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.
- Ability to identify problems and resolve issues through effective negotiation.
- Experience of effective communication with stakeholders both internal and external to the organisation.
- Ability to provide reports to the Project Boards.
- Understands the leadership of change in a political environment.
- Understands the issues facing local government
- Knowledge of financial systems and procedures and an understanding of resource allocation
- Ability to write clear and concise reports

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 demonstrate how you meet the person checklist.