



JOB DESCRIPTION

POST TITLE:	Project Manager – Kirklees Workforce Strategy Implementation 12 month contract – secondment or fixed term contract
DEPARTMENT:	Transformation
DIRECTORATE	Organisational Development & People
BAND:	Band 6
HOURS:	37.5 (Flexible working hours will be considered)
REPORTS TO:	Programme Manager – PMO & Transformation
ACCOUNTABLE TO:	Director of Organisational Development & People

JOB PURPOSE

Overseen by Kirklees Integrated Care Workforce Development Steering Group, Kirklees Integrated Workforce Strategy sets out a clear plan for developing an integrated care workforce linked to the Kirklees Health and Wellbeing plan and the Kirklees Economic Strategy. The Strategy describes our collective vision and priorities for an integrated health and social care workforce in Kirklees. It is supported by a delivery plan with timescales that reflect our desire to set longer term ambitions and to begin to deliver on these in the more immediate future.

This role will ensure effective programme management of the strategic workforce plan, drawing on resources and expertise from across the steering group to support the leads of the various work themes that are in place to deliver the strategy.

The role will be employed by Locala CIC on behalf of the steering group and will sit within Locala's Programme Management Office (PMO) to ensure clear programme management arrangements are in place.

Statement of Job Purpose

To support the Programme Manager – PMO & Transformation by:

- Project managing work streams to ensure tracking of progress and outcomes. Production of reports and information.
- Use the Locala PMO systems and documentation, providing support, advice and training to others to maximize effectiveness as appropriate
- Proactively identifying improvement opportunities and working to support the relevant workstream lead to enable delivery
- Acting as an advisor in change management and project facilitation
- Leading on projects focused on workforce strategy implementation.

Job Summary

The post holder will support the Kirklees Integrated Care Workforce Development Steering Group to ensure the programme and projects are planned, co-ordinated, and delivered within agreed timelines, using effective project management tools and approaches. They will support the delivery of Kirklees Workforce Strategy. The post holder will provide guidance and expertise on workforce issues as a key enabler for change and have a focus on collaborative working to ensure effective delivery.

1.0 PRINCIPAL RESPONSIBILITIES

- 1.1** Co-ordinate and effectively manage projects, workstreams and programmes with an emphasis on delivery. Including the development of project plans. Management of the issues, problems and risks arising during the project / workstream lifecycle resolving where able, and escalating appropriately.
- 1.2** Monitors implementation of projects, workstreams and programmes against agreed plans and takes prompt corrective action when activities are not consistent with plans. Monitors the outcomes to confirm that objectives are met and alerts service/project managers to any issues.
- 1.3** Capture evidence of improvement and change as a result of projects and programmes, including how they align to Kirklees strategies, through benefits realisation. Prepares and disseminate case studies following project and programme activities.
- 1.4** Work collaboratively with colleagues at all levels across the Kirklees place to identify workforce strategies and transformation opportunities, and provide project support to enable proposals to be taken forward and delivered.
- 1.5** As appropriate, develop, facilitate and deliver a range of training of project processes and systems to further build capacity and capability for project management tools and techniques within the workforce services of those organisations engaged with the Kirklees Workforce Strategy.
- 1.6** Facilitate an improvement culture, which is open to change, new ideas (including technology solutions), concepts and innovation whilst reflecting Kirklees Workforce strategy and direction.
- 1.7** Facilitate teams to work together to develop proposals, plans and their delivery

2.0 EFFECTIVE COMMUNICATION

- 2.1** Produce and update plans for projects/work streams and communicate complex and sensitive information about business change and service areas which may be contentious to staff and service users. Working together in a facilitative manner to bring about change
- 2.2** Ensure effective channels of communication are in place across the Steering Group and other agencies, as appropriate in relation to the Workforce Strategy delivery. Adjust forms of communication to meet the differing levels of understanding of individuals and groups using available resources, taking into account the diversity of the population.
- 2.3** Organise and lead project/work stream meetings, which have clear purposes and outcomes.
- 2.4** Translate data and communicate complex information in an easy to understand format to large groups of colleagues at all levels across all disciplines. Demonstrate negotiation and resolution skills across a range of situations.
- 2.5** Work with Programme Manager - PMO & Transformation at Locala and other PMO's as appropriate to build support for large change initiatives and overcome resistance
- 2.6** Deliver training as appropriate on project processes, change management and new systems. Use motivational techniques where appropriate.
- 2.7** Represent Kirklees Integrated Care Workforce Development Steering Group as appropriate.

3.0 MANAGING PEOPLE / SELF

Managing and Leading People

- 3.1 Plan, co-ordinate and deliver project processes and systems training workshops and sessions to colleagues identified by the organisation.
- 3.2 Support service managers and corporate services in developing and implementing projects and change. Lead specific projects as agreed.
- 3.3 Support the on-going development of an environment in which practitioners accept responsibility, authority and accountability for their actions and service improvement

Managing Self

- 3.4 Prioritises own workload and organises and carries out own work in a manner that maintains and promotes quality.
- 3.5 Acting professionally at all times and demonstrating team working skills.
- 3.6 Dealing with differences in ways that maintain productive working relationship.
- 3.7 The post holder will be required to work in accordance with Locala Community Partnership's Policies and Procedures.
- 3.8 The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date.

4.0 DEMONSTRATING TEAM WORKING SKILLS

- 4.1 Works as an effective and responsible team member and enables others to do so. Identifies and seizes opportunities to develop and improve relationships with others.
- 4.2 Constructively undertakes own role in improving services as agreed and to time, supporting others effectively during times of change and working with others to overcome problems and tensions as they arise.
- 4.3 Provide regular feedback to colleagues at all levels to support their ongoing development.
- 4.4 Support colleagues at all levels in the organisation to examine the way in which care is delivered, how it can be improved and agree on practical proposals to deliver change.
- 4.5 The post holder may be required to undertake other duties commensurate with the role and/or band as required by business need, not specified in the job description.

5.0 MANAGING INFORMATION

- 5.1 Ensure effective systems are in place to enable appropriate data collection. Provision of reports that interpret and analyse the information in a clear and concise manner.
- 5.2 Receive, analyse and interpret complex, sensitive and contentious information from a wide range of sources and present it to diverse stakeholder audiences, to ensure a positive response.

- 5.3 Be able to interrogate all systems and processes to identify opportunities for efficiencies across all service areas
- 5.4 Research and review good practice and look for opportunities to contribute to the development of Kirklees Integrated Care Workforce Development Steering Group approach to workforce transformation and project management. Research, investigate, and use horizon scanning of national best practice to implement evidence-based change focused on workforce related good practice.
- 5.5 Use information and data to evaluate progress and outcomes against agreed key performance measures for projects and workstreams.
- 5.6 Ensure risk and issues logs are effectively maintained for programmes and projects, ensuring that they are linked to the corporate risk and issues logs.

6.0 GOVERNANCE

- 6.1 Acts consistently with legislation, policies, procedures and other quality approaches and promotes the value of quality approaches to others.
- 6.2 Supports the introduction and maintenance of quality systems and processes in own work area.
- 6.3 Ensure all information is managed in accordance with Caldicott Guidelines and the Data Protection Act.
- 6.4 Work in accordance with Health and Safety regulations at all times.
- 6.5 Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using Locala's Health and Safety policy.
- 6.6 Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer.
- 6.7 Assist when required to do so, in any risk assessment activity undertaken.
- 6.8 To maintain the confidentiality of organisational information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.

7.0 FINANCIAL RESPONSIBILITIES.

- 7.1 Ensure best use of financial resource within own sphere of work and influence.
- 7.2 The post holder will be required to monitor and report progress of delivery of any efficiency outputs and financial savings in a timely manner as appropriate. Any slippage against target and corrective actions will be escalated
- 7.3 The post holder will ensure the proper use of Locala's resources or those of other organisation's within the Steering Group in the course of business, ensuring minimal waste and minimal cost.

7.4 The post holder will be responsible for the physical resources in relation to equipment required for improvement events, stationery and electrical equipment e.g. laptop, camera, projector

8.0 SERVICE IMPORVEMENT

8.1 The post holder will support colleagues to draw on and use evidence based practice to support improvement, and project work.

8.2 Enable and encourage others to review current practices, celebrate success and good practice, identify opportunities for improvement, challenge tradition, improve effectiveness, efficiency and reduce waste, focus on quality and colleague experience and develop plans to take ideas forward.

8.3 Be a resource for project and programme methodology and workforce transformation for information, guidance and support within services within the organisation.

8.4 Evaluates with others the effectiveness of project and programme outputs and agrees action and support to take them forward.

In addition to these functions, employees are required to carry out these mandatory requirements:

- Carry out such duties as may reasonably be required across the organisation.
- Display behaviours that demonstrate the organisations Vision and Values.
- Participate, through the individual development review / appraisal process, in matching organisational aims with personal objectives.
- Take responsibility for their own and others' health and safety in the working environment.
- Take responsibility for identifying risks, and taking action to control them as appropriate to the post.
- All employees are responsible for the prevention and control of infection in accordance with the Health Act 2006 (Hygiene code). This includes compliance with all Infection prevention and control policies and procedures.
- All employees have a duty for safeguarding and promoting the welfare of children. Staff must be aware of the organisations procedure for raising concerns about the welfare of anyone with whom they have contact.

PREVENT

All healthcare employees have a role to play in protecting and supporting vulnerable individuals, especially those who may be vulnerable to radicalisation. PREVENT aims to stop people becoming terrorists or supporting terrorism. In carrying out their day to day work colleagues may notice unusual changes in the behaviour of someone (patient, carer or colleague) which are sufficient to cause concern. It is important that if anyone has a cause for concern, they contact their line manager, who will inform the Local PREVENT lead.

Key Working Relationships

Programme Manager – PMO & Transformation
 Assistant Director for Transformation
 Director of Organisational Development & People at Locala
 Kirklees Place Programme Director
 Colleagues across Locala and all other organisations within the Steering Group
 Senior officers from all organisations across the Steering Group,
 Partners and other organisations/stakeholders

To assess whether the post matches a national profile the panel will require the following additional information that is not usually covered in job descriptions / person specifications.

<p>PHYSICAL EFFORT</p> <ol style="list-style-type: none"> 1. What physical skills needed in the role require, speed, accuracy, dexterity and or manipulation (includes both clinical and non clinical posts) please provide specific examples. 2. Is the post holder required to lift equipment? If yes, please specify type of equipment, weight (approx kilos) and frequency of the requirement <p>MENTAL EFFORT</p> <ol style="list-style-type: none"> 1. Describe the amount of concentration required within the day to day job. Please give examples of how often and for how long this occurs. I.E frequent, prolonged, infrequent, occasionally etc. Please provide specific examples of when mental effort is required. 2. Is the post holder required to drive a vehicle? If so please specify duration and frequency. 	<p>Advanced Keyboard skills to manipulate data and write reports and use SystemOne. To be able to set up training events e.g. set up projector and laptop.</p> <p>Required to lift laptop, on a daily basis, occasional movement of training materials and display equipment. This should be within the Locala moving and handling Policy</p> <p>Frequent concentration for producing documentation, checking documents and analysing data. Concentration in meetings when complex issues are being discussed. Needs to be able to react and deal with emergent and urgent issues</p> <p>Required to travel extensively across Kirklees area to visit teams and attend meetings on a frequent basis.</p>
<p>EMOTIONAL EFFORT</p> <ol style="list-style-type: none"> 1. Does any part of the job cause emotional concerns and why? 2. How often does this happen? E.g. exposure to child protection issues – provide specific examples 	<p>Occasional exposure to distressing occurrences with stakeholders</p> <p>Less than once per month</p>

WORKING CONDITIONS

1. Is the post holder exposed to any adverse conditions/hazards?
2. What is the nature of the condition and how often are they exposed?

Frequent road travel

Daily

**PERSON SPECIFICATION
PROJECT MANAGER**

ATTRIBUTES	CRITERIA	HOW WILL THIS BE MEASURED	RANK
Relevant Experience	<ul style="list-style-type: none"> • Demonstrable experience in Project planning, implementation, benefits realisation, project closure and review. • Experience of workforce and HR programmes and project management • Engagement with multi-professional groups and colleagues at all levels. • Proven track record of working with frontline colleagues to deliver significant projects and improvements with evidence of benefits • Evidence of using process redesign and/or other techniques to improve services. • Practical experience of project management methodologies and the ability to flex them to fit the situation and others' understanding • Working across organisational boundaries 	Application/ Interview	<p style="text-align: center;">A</p> <p style="text-align: center;">B</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">B</p> <p style="text-align: center;">A</p> <p style="text-align: center;">B</p>
Education and Training Attainments	<ul style="list-style-type: none"> • Educated to Degree level or significant experience in the relevant subject matter i.e., Change Management, Transformation, Leadership, Service Improvement etc. • Project management qualification (eg PRINCE2 /MSP qualified to at least foundation level) or attendance at detailed project management workshop. Equivalent experience 	Application/ Interview	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p>
General & Specialist Knowledge	<ul style="list-style-type: none"> • Project and programme management methodology and how to successfully apply • Use of data and business intelligence to inform decision making and improvement • Awareness of own limitations. • Health and social care systems • Workforce & HR workstreams and priorities 	Application/ Interview	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">B</p> <p style="text-align: center;">B</p>
Skills & Abilities	<ul style="list-style-type: none"> • Demonstrable evidence of analytical, numerical and judgement skills e.g. • Ability to receive, interpret and communicate complex data, which require analysis, interpretation and comparison of a range of options • Ability to assess and evaluate project progress against agreed timescales and objectives and provide solutions to address any deviations • Committed to developing and delivering customer focused projects • Excellent written, verbal and presentational skills • Ability to effectively problem 	<p style="text-align: center;">Interview</p> <p style="text-align: center;">Application/ Interview</p>	<p style="text-align: center;">A</p>

	<p>solve/negotiate/consult to ensure problems and barriers to success can be overcome/resolved</p> <ul style="list-style-type: none"> • Good presentation and facilitation skills delivering project information to large multi-professional groups. • Good organisational and time management skills and ability to prioritise conflicting demands. • Computer literate including the use of PowerPoint, Excel and Microsoft Word. • Ability to stimulate a creative thinking environment for teams to problem solve and to support others to develop this skill • Understands the importance of being a good team player which includes: <ul style="list-style-type: none"> ○ Active participation in the team; ○ Co-operates and 'pitches in'; ○ Demonstrates respect and support for others; ○ Shows commitment to the team. ○ Accepts accountability; • Commit to self-development, actively seeking feedback and learning from this. • Display enthusiasm and a 'can do' attitude in the most challenging situations. A mind-set that continuously explores alternative solutions to problems. • Able to work to tight deadlines. • Resourceful – adaptable and innovative. • Ability to work on a number of projects simultaneously and deliver to agreed time scales • Effective decision-making ability when prioritising and organising own and team workloads to ensure strict project deadlines are met. 	Application/ Interview	<p>A</p>
Any Additional Factors	<ul style="list-style-type: none"> • Ability to fulfil the travel requirements of the role and/or to use remote working tools to achieve engagement though other methods • If necessary, adjustments can be considered in accordance with the Equality Act 2010. • Service improvement and project management (use of a wide range of service improvement tools and methods). 		A

Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. You will only be shortlisted if you meet all the criteria ranked as A. If a large number of applications are received, only those who also meet the criteria ranked B will be shortlisted. Please ensure, therefore, that the information you include on your application form demonstrates how you meet these criteria. Questions, scenario settings and assessments as part of the selection process will be based on these criteria.

A = Essential - It is not possible to do the job unless you meet these criteria

B = Desirable - It would help you to do the job better if you can meet these criteria