

## Job Description

<b>DIVISION/SECTION/UNIT:</b>	West Glamorgan Regional Partnership
<b>UNIT MANAGER:</b>	West Glamorgan Programme Director
<b>POST TITLE:</b>	West Glamorgan Project Manager
<b>PAY SCALE:</b>	Grade 9 - £34,373 to £38,553

### Summary of Role

<b>Reporting to:</b>	West Glamorgan Transformation Manager
<b>Purpose of the Post:</b>	<ol style="list-style-type: none"> <li>1. Reporting to the West Glamorgan Transformation Manager, the Project Manager will work collaboratively with key stakeholders and will take the lead role in the development and implementation of systems and processes to support work streams across the West Glamorgan programme.</li> <li>2. The post holder will work with staff at all levels including Executive Directors, Service Directors, Heads of Service, West Glamorgan Sponsors, Programme and Project Leads, and other key stakeholders from across the partner organisations of , Neath Port Talbot County Borough Council, Swansea Council and Swansea Bay University Health Board.</li> <li>3. Ensure the management and delivery of the various work streams and projects in the West Glamorgan Programme.</li> <li>4. Co-ordinate the work programme and milestone planning. Draft, prepare and coordinate reports and responses to consultations and policy documents.</li> <li>5. Manage the grants and budgets relating to the projects.</li> <li>6. Develop, manage and monitor a performance management framework for a number of projects under West Glamorgan.</li> </ol>
<b>The post holder is responsible for the following:</b>	<ol style="list-style-type: none"> <li>1. Oversee the delivery of various projects and work streams, ensuring progress is reported, including key milestones and exceptions reported through agreed West Glamorgan governance arrangements.</li> <li>2. Coordinate the development and roll-out of the key deliverables across various projects/work streams within the programme.</li> <li>3. Manage, develop and roll out project assurance across the projects and work streams</li> <li>4. Ensure the governance arrangements and decision making process for the projects align within the existing West Glamorgan governance structure. This may include establishment of Project Board and developing TOR.</li> <li>5. Provide support to teams and leads for the projects when working on operational and implementation planning.</li> </ol>

6. Development and coordination of key project documentation, such as project initiation documents, key performance indicators, risk and issue log, highlight reports, benefits realisation plan.
7. Act as an internal consultant and provide coaching and mentoring to officers involved in the various projects and work streams.
8. Research and monitor best practice within other collaborations in Wales
9. Capture lessons learnt across the projects to ensure the learning is shared across the programme and the 3 statutory organisations to ensure continuous improvement.
10. Responsible for production of various project and workstream reports on a political, strategic and programme level.
11. Coordinate any major launch or publicity events, including Ministerial, Welsh Government etc.
12. Ensure milestones and outcomes are SMARTER, monitored and reported through agreed governance arrangements
13. Manage the organisation of the Project and work streams meetings. For example, organisation of timetable, agendas, action logs, minutes and critique and quality assure the reports sent through West Glamorgan reporting arrangements.
14. Maintain and build relationships with all Executives, Service Directors, Sub-group Leads and Managers within the West Glamorgan Programme to promote the use of implementation planning.
15. Provide detailed professional advice and support to officers, Sponsors and Leads in relation to project business.
16. Foster and build good working relationships at all levels throughout the West Glamorgan Programme, with the ability to conduct stakeholder analysis and developing Communication Plans with planning and operational colleagues.
17. Liaison with external contractors, helping to prepare necessary documentation and managing and coordinating activities.
18. Provide advice and guidance on the programme business and governance arrangements whilst providing an understanding of tools and techniques in association with Managing Successful Programmes (MSP), Prince2 and Management of Risk to Chief Executives, Directors, Programme and Project Sponsors and Managers and support staff.
19. Evaluate the Projects and key partnership arrangements, in line with Welsh Government's requirements.
20. Development of various grant bids for the project and programme. This includes the development of proposals and business plans and securing funding for all resources (including staff).
21. Responsible for the submission of grant claim forms, annual reports and ad hoc information requested by Welsh Government relating to the implementation of various project activities including performance reporting and outcomes for patients/service users. Coordination of monitoring visits and audits, including the preparation of the information requested.

22. Management of budget monitoring reports for Revenue and capital grants. Report analysis or variances through agreed governance arrangements.
23. To manage project risks, including the development of contingency plans.
24. Any other duties as may reasonably be required by the West Glamorgan Transformation Manager.

**SUMMARY OF GENERAL DUTIES**

- a. To establish and maintain effective working relationships within and outside the organisation and promote good working practice.
- b. To ensure that all relevant information is communicated effectively to those who need to be aware of that information.
- c. To maintain appropriate records which will involve the use of IT
- d. To undertake, direction, supervision and personal development requirements appropriate to the post and as agreed with the Line Manager.
- e. To work within the Policies, Procedures and Financial Regulations of the Department and Authority.
- f. This job description is as currently applies and may be subject to variance and you may be required to carry out any other task that can be reasonably assigned to you and which is within your capabilities and Grade.

To assist in the development of initiatives, e.g. Investors in People; Performance Management and Appraisal; Continuous Professional Development, etc.

To ensure that all activities are operated in accordance with Equal Opportunities.

- i. The post holder may be required to provide assistance at times of major incidents and local emergencies in accordance with the Social Services Emergency Plan.
- j. The post may be transferred from to other locations. There is no entitlement to any transfer costs or disturbance costs as there is an expectancy of movement of posts within the County.

**HEALTH & SAFETY RESPONSIBILITIES**

- a. To undertake the Health and Safety responsibilities within the HASAWA 1974.
- b. Employees have a duty of care.
- c. To take reasonable care for the health and safety of both themselves whilst at work and of other persons who may be affected by their acts or omissions (by what they do or do not do).
- d. To co-operate with the employer so as to enable the duty imposed on them to be performed or complied with.
- e. Not to interfere with, or misuse, anything provided for their health, safety or welfare.

**REVIEW DATE/RIGHT TO VARY**

	<p>This Job Description is as currently applies and will be reviewed regularly as part of the Performance/Appraisal process, and may be subject to other variance. You may be required to undertake other tasks that can be reasonably assigned to you which are within your capability and grade</p>
<b>Job Working Circumstances</b>	<p>1. This post will be primarily based in Swansea Council Civic Centre. You will be expected to work in an agile environment and work in other offices across the region.</p>

## Person Specification

<b>DIVISION/SECTION/UNIT:</b>	West Glamorgan Regional Partnership
<b>UNIT MANAGER:</b>	West Glamorgan Programme Director
<b>POST TITLE:</b>	West Glamorgan Project Manager
<b>PAY SCALE:</b>	£32,878 to £36,876

Role Criteria No.1	Education, Qualifications & Training
<b>Essential</b>	1. Sound educational background to degree level or equivalent
<b>Desirable</b>	2. PRINCE2 training, Managing Successful Programmes (MSP) or equivalent 3. Experience of working in a social care or health environment
<b>Evidence</b>	All certificates to be provided at interview for validation.
Role Criteria No.2	Skills /Technical / Professional Competence
<b>Essential</b>	<p>Candidates must have a high level of technical competence in the areas specified in the Job Description.</p> <ol style="list-style-type: none"> <li>1. Ability to manage large revenue and capital grant applications and provide auditable information in relation to their expenditure</li> <li>2. Knowledge of appropriate governance arrangements for local government collaborations.</li> <li>3. Substantial experience of programme/project management</li> <li>4. Substantial experience of working across organisational boundaries and with complex and sensitive information.</li> <li>5. Good communication and negotiation skills</li> <li>6. Knowledge and experience of the techniques for planning, monitoring and controlling projects</li> <li>7. Good interpersonal skills with the ability to relate to all levels of staff.</li> <li>8. Excellent report writing skills.</li> <li>9. The ability to respond positively to changes in the working environment and to deal effectively with work pressures when they arise.</li> <li>10. The ability to work as part of a team.</li> <li>11. The ability to enable team performances.</li> <li>12. An understanding and appreciation of the roles of members and the officer/member working relationship.</li> <li>13. Excellent IT skills</li> <li>14. Self-motivated with the ability to use initiative.</li> <li>15. The ability to prioritise, plan and organise workloads and to manage expectations.</li> <li>16. Excellent analytical skills as evidenced by the ability to solve problems logically and confidently make appropriate decisions</li> </ol>
<b>Desirable</b>	1. Professional health or social care qualification

<b>Evidence</b>	Valid certification and/or registration/CPD
<b>Role Criteria No.3</b>	<b>Experience</b>
<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Experience of working on large and complex change programmes</li> <li>2. Experience of engaging / communicating with senior stakeholders. Proven ability to communicate and work with staff at all levels</li> <li>3. Experience of presenting at leadership, steering and project meetings</li> <li>4. Proven track record in ability to manage and deliver projects of significant size, complexity and risk.</li> <li>5. Experience of training, coaching or Project/Programme Management.</li> <li>6. Experience of working in Local Government or similar organisation</li> </ol>
<b>Desirable</b>	<ol style="list-style-type: none"> <li>1. A proven track record of working in a partnership setting</li> <li>2. Experience of working within a Health and Social care environment</li> </ol>
<b>Evidence</b>	At interview, then in post
<b>Role Criteria No.4</b>	<b>Competencies &amp; Abilities</b>
<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Ability to plan, manage and deliver projects using appropriate project management approaches and tools.</li> <li>2. Excellent innovator, self-motivated and able to engage easily and effectively with a wide range of colleagues including Members, Heads of Service and principal officers.</li> <li>3. Ability to be flexible in your approach and adapt your oral, written and communication methods to meet the needs of the project and stakeholders</li> <li>4. Excellent interpersonal skills and the ability to relate to a wide range of staff at different levels.</li> <li>5. Excellent presentation skills.</li> <li>6. Excellent IT skills including excel and project</li> <li>7. The ability to work well with others in a team and offer leadership/direction confidentially</li> <li>8. An ability to respond to a project brief, to identify risks, highlight deviations from the expected outcomes and to meet strict deadlines.</li> <li>9. The ability to respond positively to changes in the working environment and to deal effectively with work pressures when they arise.</li> <li>10. The ability to own and solve work problems logically, and make appropriate decisions.</li> <li>11. A high degree of flexibility.</li> <li>12. Ability to understand and interpret financial information</li> </ol>
<b>Desirable</b>	
<b>Evidence</b>	At interview, then in post
<b>Role Criteria No.5</b>	<b>Commitment to Equal Opportunities</b>
<b>Essential</b>	<p>Candidates will demonstrate that all activities are undertaken in accordance with the Equalities Act 2010.</p> <p>All employees and managers must be aware of the Equality Act so that it is considered in their work, where relevant, to ensure compliance with legislation.</p>
<b>Desirable</b>	
<b>Evidence</b>	At interview, then in post

<b>Role Criteria No.6</b>	<b>Current Driving Licence</b>
<b>Essential</b>	Full driving licence and use of own car: Should the post holder have a disability and/or be unable to drive, then they may seek alternative means of transport/assistance, which must be an effective and cost effective method of travelling
<b>Desirable</b>	
<b>Evidence</b>	Evidence the post holder is appropriately insured for business purposes to be provided annually

<b>Health Surveillance and Monitoring:</b>	This post will require the post holder to take part in health surveillance and monitoring procedures.
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<b>Safeguarding:</b>	The Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
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<b>Welsh Language</b>
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The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this.

<b>Assessment of Posts</b>
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All posts have to be assessed in respect of the Welsh Language requirements. The evidence of which has to be retained and available for (a) audit trail and (b) inclusion in annual report figures.

<b>Requirements for this post</b> (See attached Welsh Language Skills Assessment)
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<b>Understanding</b>	Level: 0	<b>Speaking</b>	Level: 0
<b>Reading</b>	Level: 0	<b>Writing</b>	Level: 0

<b>Based on the above, requirement for this post is as follows:</b>			
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<b>Essential</b>		<b>Desirable</b>	
<b>To be learned</b>		<b>Not required</b>	Y

<b>Disclosure and Barring Service (DBS):</b>	<b>This post requires the postholder to have the level of DBS disclosure as indicated below:</b>		
	<b>Standard DBS Disclosure Application</b>	<b>Enhanced DBS Disclosure Application</b>	<b>No DBS Disclosure Application</b>
	X		

<b>Review/ Right to vary:</b>	This Person Specification is as currently applies and will be reviewed regularly according to the Employee Performance Management Review Policy and the Performance Development Review and Appraisal process. The Job and Person Specification may be subject to other Variance within the remit of the Role Profile.
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<b>Sign off</b>
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<b>Line Manager:</b>		<b>Date:</b>	
<b>Post Holder:</b>		<b>Date:</b>	