

<b>Job Title:</b> Project Manager Family Safeguarding	<b>Role Profile Number:</b> ENH158
<b>Grade:</b> <b>Salary:</b> R	<b>Date Prepared:</b> February 2021
<b>Directorate/Group:</b> Children's Services	<b>Reporting to:</b> Project Director Family Safeguarding
<b>Structure Chart attached:</b>	No

**Job Purpose**

To be the Project Manager for Family Safeguarding in Swindon. Family Safeguarding is a whole system reform of child protection services that aims to keep children safely within their families; identifying and meeting family needs through developing and implementing multi-agency teams working effectively together. It is being implemented as part of the Department for Education's Children's Social Care Innovation Fund.

The project manager will work effectively with colleagues and safeguarding partners in order to ensure timely delivery of Family Safeguarding in Swindon by April 2022. They will be responsible for delivering the project within budget, while creating the value needed by all stakeholders, including external partners.

The project manager will work closely with the Project Director, Senior Programme Manager, the project team, and project delivery leads for other projects and programmes in Swindon with which Family Safeguarding is aligned e.g. Strengths Based Working.

**Key Accountabilities**

- Provide appropriate project manager leadership on key strategic and complex projects critical to the Council's achievement of its strategic objectives.
- Ensures that projects for which the post holder is the designated project manager are delivering the intended outcomes, providing appropriate intervention when the Council's position is at risk of compromise which may include providing challenge at any managerial level.
- Provide leadership and support Council teams to understand project management and associated risks and implications of non-application of appropriate project management processes and approach.
- Ensure the project benefits are delivered in line with Council performance (time and specification) and cost expectations ensuring the projects are delivered effectively and enable the efficient operation and transformation of Council services
- Ensure that each project remains structured to drive out maximum value and enable service user business outcomes to be delivered.

- Assess the financial, operational and political impact of any changes to projects and propose solutions and mitigation.
- Ensure all project changes are agreed and recorded through a variation process.
- Ensure a status record of the projects being undertaken by the project and programme is held and updated on a regular basis, escalating any key risks on specific projects to the Programme Sponsor and Head of Corporate Transformation
- Work in partnership with the Project Management Office to maximise the project management, commercial and risk support and advice provided to the wider business.
- Develop and embed strategies for driving projects at pace, within budget and delivering to agreed outcomes across the Council, through smarter project management and influencing key stakeholders and project owners to take personal ownership of running projects effectively and efficiently. This role will take ownership for ensuring the successful implementation of these strategies.
- Ensure the council's project processes are streamlined, simple, scalable and designed to really enable outcomes to be delivered as quickly and effectively as possible.
- Facilitate in resolving complex project issues between parties, assuming the role of lead negotiator as required achieving a 'win-win' outcome for the relevant parties.
- To prepare and draft reports for submission to the Department of Education, the Family Safeguarding Governance Board, and Swindon Safeguarding Partnership, and as required for any other Committees in relation to the activities undertaken within this job profile.
- To establish and maintain strong partnerships with multi-agency partners to deliver elements of the project.

### **Supplementary Accountabilities**

- Support and facilitate work stream and delivery leads to coordinate and deliver the project outcomes, ensuring programme and project risks are identified and managed to enable successful delivery.
- To ensure that progress on the project is communicated to external scrutiny of the What Works Centre.

### **Knowledge & Experience**

- Substantial experience in project management using leading methodologies and processes.
- Significant experience of and accountability for ensuring that complex/major projects are delivered on time, within budget to the agreed standards.
- Experience of working in a senior project management role within a large organisation with significant numbers of large and complex projects.
- A strong negotiator, committed to achieving/facilitating sustainable outcomes for projects.
- Demonstrable ability to influence at all levels of internal and external businesses and facilitate 'win-win' outcomes.
- Comprehensive knowledge and interpretation of project management to adapt processes as needed and influence stakeholders to achieve the desired project(s) outcomes.
- Demonstrable experience of developing risk management strategies and supporting and influencing stakeholders to mitigate project risks.
- Experience of developing project management strategy and execution.
- Demonstrable project management acumen and professional credibility.

- Experience of successfully working within multi-disciplinary teams, including senior managers, Members and other key stakeholders, including external partners.
- Ability to operate confidently at all levels within the business including Members, Heads of Service, senior managers, and other key stakeholders, including external partners.
- Experience of influencing and working collaboratively with a range of stakeholders integral to the success of a project(s) including, but not limited to, internal departments, external partners, agencies, government departments and other local authorities.
- Confident in and able to challenge actions, behaviours and decisions, at a senior level, in the event that they are contrary to the project(s) objectives.
- Ability to promote excellent customer service, giving high priority to customer satisfaction.
- An excellent motivator of self and others.
- Experience of analysing situations and developing creative solutions.
- Experience of facilitation and problem solving to a successful outcome.
- Excellent verbal and written communication skills, including formal presentation. Excellent attention to detail.
- Able to demonstrate professional and personal integrity and resilience through a problem-solving and constructive approach.

**Qualifications**

- A professional Project or Change Management qualification e.g. Prince 2, Agile, Systems Thinking qualified or equivalent work related experience.

**Decision Making**

- Organising and prioritising work so that decisions are made in a timely way and in order of priority.
- Ability to work flexibly under pressure to both self-determined and prescribed deadlines.

**Creativity and Innovation**

- To produce and present accurate, detailed, and complex reports and present information in a way that is useful and compelling to the audience.
- Credibility, integrity and ability to manage through change.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• Project Officer</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Business support functions related to the project</li> </ul>	<p><b>Budget Holder Responsibility:</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>No</p>
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## **Contacts and Relationships**

- Wide range of audiences both internally and across organisational boundaries.
- Commitment to challenging all forms of unfair and unlawful discrimination, false assumptions, prejudice and stereotyping, and to ensure effective implementation of the project to ensure all people have fair and equal access to services and job opportunities

## **Values and Behaviours**

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	