



Role Profile

Job Title: Assistant Project Manager	Role Profile Number: SBC_10015
Grade:	Date Prepared: October 2023
Directorate/Group: Children's Commissioning Services Team	Reporting to: Business Change Team Manager
Structure Chart attached:	Yes

Job Purpose

- To work as part of the Children's Commissioning Team in the management of the Commissioning Strategy programme of work, and by liaising with various stakeholders internal & external, ensure that projects are delivered through established project management principles.

Key Accountabilities

- Prepare project documentation for Multi-disciplinary, in-house and partner project teams, including the development of project briefs and business cases with project sponsors.
- Support to all Project Managers and keeping up to date records of contract management processes
- Act as the single point of contact for all stakeholders and external agencies concerning progress of specific projects
- Support the project managers in the delivery of projects
- Draft written and verbal reports to project board and, subject to approval, Cabinet Member or committees as required.
- Monitor project progress and prepare status reports for the project board, other stakeholders and corporate project monitoring processes
- Co-ordinate public consultation and public relations concerning projects
- Be responsible for the carrying out of post implementation reviews and audits in pursuit of continuous improvement

Supplementary Accountabilities

- Work with other sections of the directorate to ensure provision of appropriate information for project and process activities
- Co-ordinate with directorate and central finance teams in monitoring fees and expenditure
- Assist in the preparation, implementation and management of commissioning service contracts.
- Identify and develop improvements to project management processes, supporting and advising other teams, managers and front line staff
- Deputise for other members of the project team in their absence on day-to day matters arising and make decisions as appropriate

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience in managing and delivering relevant projects and programmes (essential)
- Competency in project management processes and a level of understating of children's social care issues, public consultation and data analysis
- Excellent communication skills
- Experience of working with multi-disciplinary senior professionals and members within a local authority or an organisation
- The ability to influence senior managers, members, other stakeholders and external bodies
- Experienced in taking measured risks commensurate to value added to potential outcome
- Ability to map business processes and create informative

Qualifications

- Prince2 Practitioner qualified (preferred)

Decision Making

- Regular reports and advice to senior managers and members

Creativity and Innovation

- Development of project management processes and procedures
- Scoping and planning of projects
- Solutions need to be applicable to department while in pursuit of best practice and improving current systems.

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none"> • None Typical tasks supervised/allocated to others <ul style="list-style-type: none"> • Process Mapping activities • Project Actions 	Budget Holder Responsibility Asset Responsibility: None	No .
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Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- SBC operational and back office staff.
- Service providers.
- Members of the public.
- External consultants.

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

- Regular outdoor work.
- Potential verbal abuse and aggression from people.
- Working in the close proximity of hazardous materials.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	