

Role Profile

Part A - Grade & Structure Information

Job Family Code	11CLES	Role Title	Senior Project Manager
Grade	PS11	Reports to (role title)	Service Manager - SEND Programmes
		Directorate / School	ELLC
JE Band	439-518	Service / Department	SEND Programmes
		Date Role Profile was created	17.12.2020

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.	
Role Purpose including key outputs	Provide effective and robust senior project management capability to the SEND Transformation Programme, it's projects and workstreams. Ensure that assigned project and workstreams produce the required outcome, to the agreed standard of quality and within the specified constraints of cost, risk and time. Work with and influence key stakeholders including project commissioners and services to scope and develop directorate improvement and efficiency projects, reviews and programmes. Lead and manage inputs to ensure a successful outcome of articulated plans and deliverables and analyse, monitor and report on progress as needed. Effectively manage risks and issues, budgets, timescales, change control, stakeholders and standard project documentation in accordance with SCC project management processes to ensure delivery of intended outcomes. Manage staff allocated to the workstream/project/programme to assist service managers in achieving their objectives and outcomes framework by application of project management principles. Input into cross directorate improvement and development networks, helping the growth of the one team working culture within CFL and beyond including the and Transformation network.
Work Context	The role will manage a project or programme within the council's Transformation Programme. These projects/programmes are critical to the future of the organisation - while they have their own outputs, all contribute to the overarching goals of delivering significant savings, changing the way we work and providing excellent outcomes for residents. The role will sit within the CFL Service area and will be assigned to a specific project or programme.
Line management responsibility if applicable	While there is no formal team management, the project manager could have project teams of up to 10+ team members across all projects running. This could include managing third party resources as part of the project. They will provide direction and escalation for these team members
Budget responsibility	Monitoring and/or control (not direct responsibility) of project budgets ranging from £250k to £3m. Identify and assist with delivery of savings in the medium term Finacial Plan (MTFP).
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. Policy & Compliance • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. Work with others • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. Resources • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with organisation's policies and procedures. Analysis, Reporting & Documentation • Analyse, interpret and evaluate relevant data applying judgement and technical expertise to identify risk, support the resolution of issues and support decision making. • Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children's learning and personal development. To have regard to and comply with safeguarding policy and procedures.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May be required legislatively to maintain a professional qualification or competency. • Excellent understanding of subject matter, principles and practices relevant to technical area. • Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes within the service. • Extensive knowledge of principles, practices, and procedures relating to operational planning and financial management. • Competent in a range of IT tools. • Ability to collate, monitor and interpret a range of data. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of operational business systems. • Proven written and oral communication with the ability to influence and work in collaboration with others. • Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Excellent management skills with proven experience motivating, coaching, mentoring and developing staff. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Authoritative, credible and committed to delivering improvements in public service. Ability to carry out reviews of major functions or processes and work flexibly to meet changing demands and priorities. Some understanding of Local Government. Ability to work comfortably with colleagues and mangers at all levels and with a wide range of stakeholders including Members. Forward thinking, positive and action orientated with the ability to influence others to achieve beneficial changes.
Role Summary	Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.
To be completed by JE Coordinator	
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