

Role Profile

Part A - Grade & Structure Information

Job Family Code	11BF	Role Title	Senior Project Manager - Social Value
Grade	PS11	Reports to (role title)	Head of Community Partnerships and Prevention
		Directorate/School	Adults, Wellbeing and Health Partnership
JE Band	439-518	Service/Department	Public Health
		Date Role Profile was created	Apr-24

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	Develop and implement evidenced-led policies and strategies that provide value for money and improve outcomes for residents. Support the delivery of Social Value programmes for the council by developing and managing complex internal and external stakeholder relationships relating to voluntary, community and faith sector (a) partnerships, (b) corporate and theme-based strategies/plan development, implementation and monitoring, Plan and manage a range of activities within the Social Value area with high levels of complexity, helping seed, accelerate and embed change whilst ensuring the organisation is brought along the journey. Provide leadership and expertise to the council and partners across the functions covered by the role, co-ordinating the sharing of best practice and promoting a culture of continuous improvement and innovation. Inspire, influence and support colleagues within the council and partners to transform public services, advising on best practice and championing innovative Social Value approaches. In your specialist area, find new ways to get things done and to help others do so too, mobilising people to tackle complex challenges and confidently navigating ambiguous situations.
Work Context	Community Partnership and Prevention is a new service to the council, delivering and/or leading on some key strategic work for the council such as Voluntary Community Faith Sector, Team around the Community Model and Social Value. As such the service is expanding to deliver these key objectives.
Line management responsibility if applicable	Short term management of project and business support staff may be required.
Budget responsibility if applicable	Indirect influence on budgets and savings via the project work undertaken

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Advise on the analysis and interpretation of data, identify trends and test solutions, present results and put forward recommendations to support the resolution of issues and support decision making. <p>Service Delivery</p> <ul style="list-style-type: none"> • 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. • Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious, to deliver services that meet customer requirements and service standards. • Ensure professional and quality service standards are maintained and applied within their area of activity. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Lead or contribute to the operation of an efficient and effective service ensuring the work of the team supports service plans and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May monitor, analyse and manage delegated budgets, funding and resources in accordance with organisation's policies and procedures. <p>Work with others</p> <ul style="list-style-type: none"> • Liaise internally and externally to ensure the department/service issues are appropriately represented and acted upon. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. <p>People Management</p> <ul style="list-style-type: none"> • 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. <p>Duties for all</p> <p>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. To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree or equivalent, or significant vocational experience showing development in a series of progressively more demanding relevant work/roles. • Professional qualification or evidence of high level understanding of relevant business disciplines. • Extensive and comprehensive knowledge of computerised business systems, able to promote the use of IT systems within the service (some roles). • Extensive knowledge of principles, practices, and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with established negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions. • Proven ability to manage a wide range of complex projects or programmes. • Significant work experience at management level in one or more relevant specialist areas. • Demonstrable experience in successful recruiting, managing, coaching and developing of staff.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Experience developing and delivering evidence-led high profile/high risk/high impact strategies and policies. Experience of managing stakeholders, influencing and negotiating in complex, political environments. Understanding of the key strategic issues facing local government, the wider public sector and partners (particularly from the voluntary, community and faith sector). Experience of Social Value and managing grants/services/outcomes with partner organisations.</p>
<p>Role Summary</p>	<p>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 technical, 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 both inside and outside immediate reporting lines, 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.</p>
<p>Reference Number</p>	<p>BM-2024-128</p>