

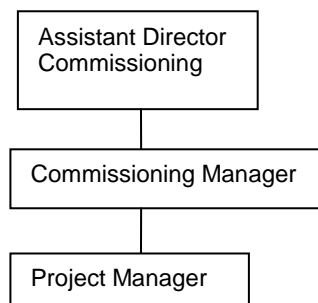
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Integrated Health and Social Care Commissioning
SECTION:	Adult Care Commissioning
LOCATION:	Number One Riverside, Rochdale
JOB TITLE:	Temporary Project Manager
POST NUMBER:	
Grade:	<i>Grade 8/9 (indicative) Agenda for Change 7 (indicative)</i>
Accountable to:	Commissioning Manager
Accountable for:	
Hours of Duty:	37
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>This post is not Politically Restricted in accordance with the current regulations</p> <p>The post is subject to a Disclosure and Barring Checks.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

Summary:

- Lead on the project development work relating to the Domiciliary Care and Care Home Projects in the Local Transformation Plan and other projects identified as priorities.

- Lead and manage the projects to develop and support a culture of continuous improvement service development and transformation in Rochdale using a project management methodology.
- Ensure projects deliver results in line with the agreed objectives in a way that reflects the programme values, principles and within agreed timeframes.
- Support the Project leads to meet the programme management requirements.
- Develop relationships with independent providers in the Care Sector to implement the new models of service delivery.

Control of Resources

Personnel

All staff employed within the teams managed by the post holder.

Financial

All budgets where spending is delegated to the post holder.

Equipment/Materials

All equipment, materials and other physical assets (buildings) for which the post holder is responsible.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Colleagues across the Council and Clinical Commissioning Group, elected members, clinicians and partnerships

External

Colleagues in all relevant external agencies including NHS Provider organisations, NHS Commissioning organisations, the voluntary sector, service users, carers and local community groups/organisations.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

The post holder will:

1. Be responsible for the day to day management and delivery of Domiciliary Care and Care Home projects and any other projects considered to be a priority.
2. Work across and with a range of stakeholders representing the whole health and care spectrum, including commissioners, providers, clinicians, professionals, lay members, service users, carers and patients.
3. Ensure that all project and programme management documentation, including plans, progress reports and performance metrics, is used to manage and report on workstream and individual project delivery to ensure the objectives of the programme are being delivered. Ensuring that it is completed and submitted in accordance with the agreed governance arrangements.
4. Maintain a full and accurate audit trail of key decisions, actions and outputs, including but not limited to risk and issue logs, project/milestone plans, update/highlight reports, and action plans, and make adjustments if targets/deadlines are not met
5. Produce documents, reports and presentations on a regular basis for various meetings, Committees and Boards distilling complex information in accessible and understandable ways to a range of partners and organisations
6. Provide support to the project/programme boards as they may be defined
7. Chair project and or work stream meetings as appropriate
8. Attend programme meetings, facilitating discussions and progressing actions
9. Manage internal and external barriers to change
10. Interpret and analyse complex information and make decisions on a range of programme issues where there may be more than one course of action.
11. To develop close links with the Integrated Neighbourhood teams to support the delivery of the project outcomes.
12. To develop and positively manage the relationships with providers to deliver new and innovative models of service delivery.
13. To keep abreast of best practice in the Domiciliary Care and Care Home sectors and implement an innovative approach to the development and delivery of the transformation projects.
14. To engage with Greater Manchester Director of Adult Social Services strategy incorporating guidance and best practice into the development and delivery of the projects.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by _____ Date _____

Agreed by Postholder _____ Date _____

Supervisor/Line Manager _____ Date _____

Assistant Director _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Integrated Health and Social Care Commissioning	Post:	Temporary Project Manager
Section :	Adult Care Commissioning	Post Number :	
Job Ref:		Grade:	Grade 8/9 (indicative) Agenda for Change 7 (indicative)

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Qualifications and Experience			
1	Are you educated to Master's degree level or do you have equivalent demonstrable post professional registration experience?	E	AF/I production of certificate at interview (if applicable)
2	What Project Management and/or Programme Management qualification or equivalent experience do you have?	E	AF/I production of certificate at interview (if applicable)
3	Please detail your experience of change management techniques relevant to the health & social care sector, eg. NHS Improvement methodology or Lean.	E	AF/I
4	Please detail your experience of managing and completing projects.	E	AF/I
5	Please give details of your Operational experience of service management, including staff and budgets.	E	AF/I
6	What experience of working in a Social Care Environment do you have?	E	AF/I
(c) Skills and Knowledge			
1	What knowledge and understanding of the Adult Social Care provider market and models of Care do you have?	E	AF/I
2	Please provide examples of your negotiation and relationship management skills with a wide range of stakeholders from different settings e.g. statutory services, private businesses, voluntary sector	E	AF/I
3	Please tell us about your competency in using word processing, presentation and spreadsheet software	E	AF/I
4	What effective interpersonal, written and presentational communication skills do you have?	E	AF/I
5	What abilities do you have to present complex issues to senior management and clinicians	E	AF/I
6	What abilities do you have to communicate effectively and engage in detailed discussion with all levels of staff.	E	AF/I
7	What abilities do you have to communicate thoughts and ideas verbally and in writing to others in a clear, concise and	E	AF/I

	understood manner		
8	What facilitation skills do you have?	E	AF/I
9	How are you able to oversee, influence and direct the activities of staff, whom there may not be formal line management authority, to achieve agreed outcomes?	E	AF/I
10	How are you able to support the development of long term plans for the delivery of projects, identifying risks and issues, developing mitigation strategies, establishing key milestones within an overall trajectory?	E	AF/I
11	How are you able to work to agreed deadlines?	E	AF/I
12	What are your proven leadership skills?	E	AF/I
13	What are your abilities to operate and influence at a strategic level, influencing senior managers and clinicians?	E	AF/I
14	How are you self-disciplined/motivated to function independently, but also able to motivate others?	E	AF/I
15	Please detail your abilities to work independently, manage own workload and use own initiative without close supervision	E	AF/I
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
8	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF/I
9	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I