

**Children’s Services Project Manager**

**Greater Manchester Combined Authority**

**Role Profile**

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| **Job Title:** | Children’s Services Project Manager – Special Educational Needs and Disabilities (SEND) | **Date:**  | March 2021 |
| **Reporting Line:**  | GM Children’s Programme Manager & SRO for SEND | **Job Level:** | Grade 9 £41,881 - £45,859 |
| **Service:** | GMCA - Public Service Reform Team | **Business Area:** | Public Service Reform |

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| JOB PURPOSE |
| On behalf of the Greater Manchester Children’s Board provide project management support to the SEND workstream within the GM Children & Young People’s Programme.  |

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| **DIMENSIONS/KEY CONTACTS** |
| * Part of an overarching programme of work designed to improve outcomes for Children in Greater Manchester
* Working to GM Programme team based in GMCA
* Working with key stakeholders on SEND related issues
* Aligning with public service reform ambitions in Greater Manchester
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| **KEY RESPONSIBILITIES**  |
| 1. To provide oversight of the SEND workstream in order to ensure there is a coordinated approach to the different areas of work across Greater Manchester.
2. To build and maintain good working relationships and effective communication with all relevant stakeholders at a Greater Manchester, local level and national level.
3. To develop and maintain strong relationships with Local Authorities and partner organisations and service user groups to enable their contribution to be included in the design, delivery and evaluation of the programme.
4. To produce project documentation as required in line with the requirements for the overall programme of work.
5. To support and contribute to relevant meetings as required including organisation, presentations, producing high quality reports and taking minutes where required.
6. To undertake analysis of existing provision and performance in order to inform decision making.
7. To ensure project risks and issues are logged, analysed and addressed.
8. The post holder will carry out their duties with full regard to the organisation’s strategies and policies including Equal Opportunities and Health & Safety. The post holder will demonstrate a commitment to GM Public Service principles.
9. To undertake such additional duties as are reasonably commensurate with the level of the post.
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Qualifications*** Graduate level qualification in relevant field/or equivalent substantial experience.
* Project management qualification or significant experience of project management.

**Experience*** Proven ability to influence and develop joint objectives with stakeholders and senior decision makers, and collaboratively achieving those objectives through effective relationship management
* Experience of multi-agency working.
* Experience of working in a programme/project management environment.
* Some experience of working around the SEND agenda preferable

**Knowledge and Skills*** A broad understanding existing processes around the Children’s Services system
* Knowledge around SEND agenda preferable
* Proven ability to build effective strategic relationships across stakeholders in order to persuade, negotiate and influence at all levels
* Proven ability to develop, implement and deliver project activity within a complex policy environment
* Ability to plan and organise a range of complex activities and prioritise effectively
* Self-motivated and able to work independently in different geographical locations in GM, whilst also able to work effectively within a team (internally and with partners) to achieve results.
* Excellent written and verbal communication skills combined with attention to detail to produce good quality materials such as reports and letters.
* Excellent analytical skills
* Highly developed interpersonal skills including a high level of integrity, discretion, tact and diplomacy.
* Proven ability to identify creative and innovative solutions
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**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background