

ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE: Integrated Commissioning Directorate – Public Health

SECTION: Health Protection (Covid 19) Programme – Project Delivery Team

LOCATION: Number One Riverside, Smith Street, Rochdale

JOB TITLE: Project Manager – Covid 19

Grade: 8

Accountable to: Health Protection Team (Covid 19) Programme Manager

Accountable for:

Hours of Duty: 37

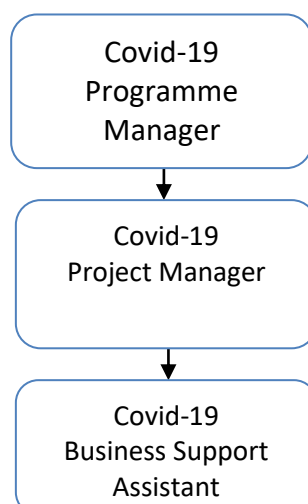
Special Conditions of Service: The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.

In accordance with Section 7 of the Immigration Act 2016 this post requires the ability to converse at ease with the members of the public and provide advice in accurate spoken English.

This post is not Politically Restricted in accordance with the current regulations

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

The Health Protection Programme (Covid 19) is a newly established public health programme within the Integrated Commissioning Directorate. The programme's purpose is to manage and deliver Rochdale's Public Health Outbreak Plan. Current projects within the programme include; Personal Protective Equipment (PPE), Covid-19 Testing and Track and Trace.

The role of project manager will be to take responsibility for the setting up and implementation of projects along with the day to day management as assigned by the Programme Manager.

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

Responsible for the efficient and effective use of equipment and materials used by self and others being managed from time to time.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and others in accordance with Council Policies and procedures.

Equality and Diversity

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

Training and Development

The postholder 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)

These will include but are not restricted to:

Internal

Chief Executive, Executive Leadership Team, Heads of Service.
Director of Public Health and Wellbeing and infection control team
Staff in other services in the Council.
Elected members of the Authority

External

Greater Manchester Population health and Public health team

Department of Health and Social Care
Employees within other Local Authorities, Public Bodies, Funding Bodies.
Representatives and employees of partners sectors and organisations
Members of the Public and targeted communities/users

Responsibilities

The postholder will:

1. Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
2. 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:

- Proud
- Passionate
- Pioneering

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 of the Public Health Outbreak Plan and its associated projects, and will be a single point of contact, ensuring delivery of work packages, escalating issues and reporting highlights within the governance process as appropriate, in accordance with the standards and methodology of accepted management protocol.
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. Required to make presentations often communicating information that may cause debate, be open to challenge and opposition, raise awareness, provide training on own project etc.
7. Provide support to the project/programme boards as they may be defined
8. Chair project and or workstream meetings as appropriate
9. Attend programme meetings, facilitating discussions and progressing actions
10. Manage internal and external barriers to change
11. Contribute to communications, including liaising with, and presenting to, internal and external stakeholders from a range of different organisations
12. Ensure deadlines are met and delivered to a high standard

13. Interpret and analyse complex information and make decisions on a range of programme issues where there may be more than one course of action
14. Manage relationships and ensure clear communications between workstreams, programme Boards and strategic Boards
15. Devise and provide improvements to current processes , information, reporting and procedures to enhance transformation

Secondary Duties

16. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
17. 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 Lisa Schofield

Date 4th August 2020

Agreed by postholder _____

Date _____

Supervisor _____

Date _____

Chief Officer _____

Date _____

ROCHDALE BOROUGH COUNCIL PERSON SPECIFICATION

Service :	Integrated Commissioning	Post:	Project Manager Covid 19
Section :	Health Protection (Covid 19) Programme – Project Delivery Team	Post Number :	
Job Ref:		Grade:	8

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* or a *Desirable 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.

Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions			
1	Are you willing and able to attend evening meetings and other out of hours working as required?	E	AF/I
2	Ability to work at home	E	I
(b) Qualifications and Experience			
1	Educated to Master's degree level or equivalent demonstrable post professional registration experience.	E	AF
2	Project Management and/or Programme Management qualification or equivalent experience	E	AF
3	Experience of change management techniques relevant to the health & social care sector, eg. NHS Improvement methodology or Lean.	E	AF
4	Experience of managing and completing projects.	E	AF/I
5	Operational experience of service management, including staff and budgets.	E	AF/I
6	Experience of working in a NHS / Social Care/ Public Health environment	E	AF/I
(c) Skills and Knowledge			
1	Competency in using word processing, presentation and spreadsheet software	E	AF/I
2	Effective interpersonal, written and presentational communication skills	E	AF/I
3	Ability to present complex issues to senior management and clinicians	E	AF/I
4	Ability to communicate effectively and engage in detailed discussion with all levels of staff.	E	AF/I
5	Ability to communicate thoughts and ideas verbally and in writing to others in a clear, concise and understood manner	E	AF/I
6	Facilitation skills	E	AF/I
7	Ability to manage a project team effectively.	E	AF/I
8	Able to oversee, influence and direct the activities of staff,	E	AF/I

	whom there may not be formal line management authority, to achieve agreed outcomes.		
9	Ability to work with SROs to prioritise and re-prioritise, whilst ensuring delivery	E	AF/I
10	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	Must be able to work to agreed deadlines	E	AF/I
12	Ability to critically appraise project and business plans to determine coherence and deliverability.	E	AF/I
13	Proven leadership skills.	E	AF/I
14	Ability to operate and influence at a strategic level, influencing senior managers and clinicians.	E	AF/I
15	Self-disciplined/motivated to function independently, but also able to motivate others	E	AF/I
16	Must be able to work independently, manage own workload and use own initiative without close supervision	E	AF/I
17	The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post	E	I
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I