# Role profile

* **Job title**: Children’s Services Project Manager
* **Grade:** Grade 10
* **Business area:** Public Sector Reform
* **Reporting line:** Assistant Director, Children & Young People, GMCA
* **Team:** Public Sector Reform

## Job Purpose

On behalf of the GMCA and the ten GM Local Authorities provide project management support to key elements of Greater Manchester’s Looked After Children Sufficiency Programme. This will include the implementation of ‘Project Skyline’ – a project of strategic importance designed to create supply of new children’s homes and improve the lives of children and young people living in residential care in our region.

**GM Looked After Children Placement Sufficiency Strategy**

The inaugural GM LAC Sufficiency Strategy was launched in 2020 and set out the challenges facing GM Local Authorities in trying to find suitable placements for children and young people at the right time. The Strategy was launched against the backdrop of increasing numbers of placements in residential care and outside of the Greater Manchester area. This has potential implications for the experiences of children and young people, their outcomes as well as cost to the public purse.

The ambitions for this strategy are to see measurable improvements in the following.

* Increase the % of suitable placements made within Greater Manchester
* Reduce the number of Looked After Children placed outside of Greater Manchester
* Increase the numbers of foster carers across Greater Manchester.

Further details on this programme can be found on the GM Children’s Sufficiency Observatory. [Children's Sufficiency Observatory - Greater Manchester Combined Authority (greatermanchester-ca.gov.uk)](https://www.greatermanchester-ca.gov.uk/what-we-do/children-and-young-people/childrens-sufficiency-observatory/)

**‘Project Skyline’**

Through close collaboration and partnership with Childrens Services teams in the ten Greater Manchester Local Authorities, the NHS and key strategic partners, this project will see the Greater Manchester Combined Authority (GMCA) lead on the purchase, refurbishment, and delivery of dedicated residential children’s homes for children across GM with acute needs including Mental Health or Emotional and Behavioural Disorders. A GM-wide provision will be a first and aims to harness the power of working together to deliver an overall increase in supply, reduce placements risks and attract a quality workforce. At the outset, it is expected that the project will involve establishing ten homes comprising 24 beds with the ambition to considerably expand the provision over the medium to long term.

## Key working relationships

* GM Local Authorities and Childrens Services Teams.
* NHS GM
* Greater Manchester Police
* Central Government Departments
* External residential care providers
* External consultants
* Procurement and Legal Colleagues
* Senior Managers and staff from across GM’s public sector
* Senior Managers and staff within GMCA

## Key Responsibilities

You will be responsible for providing project management capacity across a number of workstreams. The key responsibilities include:

1. Provide oversight of the relevant workstreams in order to ensure there is a co-ordinated approach to the different areas of work across Greater Manchester.
2. Work directly with lead DCS and other senior officers on delivery of objectives of individual workstreams.
3. To build and maintain good working relationships and effective communication with all relevant stakeholders at a Greater Manchester, local level and national level.
4. To develop and maintain strong relationships with both Local Authorities and partner organisations to enable their contribution to be included in the design, delivery and evaluation of the programme.
5. To produce project documentation as required in line with the requirements for the overall programme of work ensuring that it is up to date and can be easily reviewed.
6. To support and contribute to relevant meetings including organization, presentations, producing high quality reports and taking minutes where required.
7. To work closely with research colleagues on analysis of existing provision and performance where required.
8. To ensure project risks and issues are logged, analysed and addressed.
9. To undertake line management responsibility for other members of the GM Children’s programme team where required.
10. To support policy development in relation to the GM Children and Young People’s agenda including direct working with local and national policy units.
11. Support GM Local Authorities to implement innovative practice and take part in communities of practice.
12. To undertake such additional duties as are reasonably commensurate with the level of the post.
13. The post holder will carry out their duties with full regard to the organisation’s strategies and policies including Equal Opportunities and Health & Safety and will demonstrate a commitment to GM Public Service principles.

**NB:** This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

## 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.
* Experience of workshop facilitation.

**Knowledge and Skills**

* A broad knowledge and understanding of the Children’s Services policy area.
* Proven ability to build effective strategic relationships across stakeholders in order to persuade, negotiate and influence at all levels.
* Extensive knowledge of programme management principles, processes and procedures.
* Proven ability to develop, implement and deliver project activity within a complex policy environment.
* 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 collectively achieve results.
* Ability to manage projects budgets.
* Excellent written and verbal communication skills combined with attention to detail to produce good quality materials such as reports and letters.
* Highly developed interpersonal skills including a high level of integrity, discretion, tact and diplomacy.
* Proven ability to identify creative and innovative solutions quickly.
* Experience of working within communities of practice environment preferable.

**FOR ROLES EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT:**

This role is exempt from the Rehabilitation of Offenders Act (1974) and will require disclosure of all convictions including those considered spent under the Act. The role holder will be subject to an Enhanced level check by the Disclosure & Barring Service.

**FOR POLITICALLY RESTRICTED POSTS:**

This post is a politically restricted post, as defined by the Local Government and Housing Act 1989 (as amended by Section 30 of the Local Democracy, Economic Development and Construction Act 2009) on one of the following grounds:

* the post is that of a Chief Officer or Deputy Chief Officer or
* the post has delegated powers to discharge the functions of the Authority; or
* the duties associated with the post include giving advice on a regular basis to the Authority, to Committees or Sub-Committees of the Authority (including member panels, Sub-Committees etc.) or to joint committees on which the Authority is represented or give advice to Executive Members, Committees or speak to the media.

The post holder has a right to appeal to the GMCA Chief Executive against the classification of their post as politically restricted.

## Corporate Duties

*Do not behave in way 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.*