

**GMCA Digital Project Manager**

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| **Job Title:** | Project Manager | **Date:** | 13th March 2019 |
| **Reporting Line:** | Digital Programme Manager | **Salary:** | GMCA Grade 9 (£40,760 - £44,632) |
| **Team:** | GMCA Digital Team | **Business Area:** | Deputy Chief Executive |
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| JOB PURPOSE |
| **GMCA Digital:**GMCA Digital is the digital arm of the Greater Manchester Combined Authority (GMCA). GMCA Digital supports GM’s wider vision to be a leading example of efficient integrated public services. Its job is to enable appropriate and more impactful proportional information sharing across all 1000 public bodies in Great Manchester. GMCA Digital promotes innovation in technology and data sharing to break down information sharing barriers to improve public sector delivery. Doing this will enable improved and more efficient services, improved outcomes for GM and residents, and contribute to the achievement of public service savings. **Smart Resident Platform and Early Years Digitisation:**The Smart Resident Platform is a set of technical components that will facilitate the sharing of data across systems, professionals and organisations in Greater Manchester. The Smart Resident Platform Programme is responsible for ensuring that this technology, and the data sharing facilitated by the technology, support the priorities defined within the Greater Manchester Strategy, ‘Our People, Our Place’. The first use case that will benefit from the capabilities provided by the Smart Resident Platform is the digitisation of early years services in Greater Manchester.Greater Manchester has an agreed Early Years 8 Stage Delivery Model. The model is a model of assessment undertaken by a number of different professionals (across health and education settings) and at different stages in a Child’s life from pre-birth to 5 years. GMCA Digital is working with early adopter localities to digitise this model.The post holder will be responsible for project managing the digitisation of early years across Greater Manchester. The post holder may also be required to manage additional initiatives within the GMCA Digital Programme portfolio as required. The post holder will develop and deliver projects and initiatives to meet identified objectives and ensure that change is managed effectively by developing solutions and strategies to deal with complex problems.The post holder will effectively manage and successfully deliver projects in partnership with strategic managers, commissioners and providers in response to key challenges and priorities. The post holder will take direct responsibility for the successful delivery of all elements, ensuring deadlines and objectives are met to specified levels of time, budget and quality. |

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| **KEY RELATIONSHIPS** |
| * Work with key stakeholders and strategic partners at local and GM levels including:
* Colleagues in the GMCA
* Colleagues in Greater Manchester’s wider public sector
* Staff in related GM bodies such as MIDAS, Manchester Solutions, Marketing Manchester, the Manchester Growth Company, Universities
* Residents and resident groups
* Relevant government departments and national agencies.
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| **KEY RESPONSIBILITIES**  |
| * Define scope of projects and initiatives, including producing project initiation documents as appropriate, ensuring deadlines are understood and adhered to and that objectives are clearly articulated and understood.
* Manage the successful delivery of projects and initiatives on time, to budget and of the right quality, ensuring that key benefits are realised and using an appropriate project management methodology.
* Develop and maintain effective relationships with senior officers and produce high quality, timely reports and briefings, pulling together complex information from numerous sources.
* Develop and facilitate effective relevant forums and networks involving all stakeholders, ensuring clear and effective channels of communication.
* Identify opportunities for taking forward action on defined strategic priorities and drive the implementation of co-produced, innovative local strategies and plans.
* Maintain control of the programme of work, responding effectively to changing circumstances and managing an effective and appropriate change control process.
* Proactively engage, build links with and co-ordinate a wide range of collaborative, trusting, effective partnerships.
* Motivate and develop team members, leading by example and identify and agree training and development needs as required.
* Effectively manage and control individual or multiple project budgets and expenditure forecasts, taking accountability for resources allocated and provide regular updates.
* Successfully manage risk through effective analysis, mitigation and contingency planning. Develop and manage appropriate risk and issues logs, monitoring, updating and reporting progress against these.
* Manage all project documentation including management of effective record keeping and version control of project documentation.
* Ensure that individual and multiple projects are effectively resourced and that all key stakeholders are identified and roles and responsibilities agreed and communicated effectively.
* Act as a champion in communicating key messages to stakeholders and support the Digital Progamme Manager by contributing to communication strategies and plans as required.
* Personal commitment to continuous self-development and service improvement and commitment to improve the health & wellbeing of Greater Manchester’s population.
* Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| * **Project Management:** Extensive expertise of delivering relevant complex ICT Projects, within a structured project methodology, to challenging timelines, balancing conflicting project priorities to ensure the successful delivery of agreed project outputs. Ability to control projects to budget and deadline, whilst maintaining excellent quality control and working with a wide range of partners.

 * **Strategic Thinking:** Evidence of thinking cross-functionally and cross-organisationally, beyond one’s own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.
* **Communication Skills:** Well developed influencing and persuasive skills and ability to offer a persuasive argument both with internal and external stakeholders in order to achieve key milestones whilst retaining a positive attitude and relationship. Proven ability in managing relationships with project stakeholders at all levels of seniority through effective communication.
* **People Management:** Proven ability to motivate project teams to successful outcomes. Proven ability to secure and direct resources to fulfil work requirements over a wide area of service.
* **Organisation:** Proven experience of delivering complex projects within the public sector. Proven experience of delivering complex public sector projects across multiple organisations and that resulted in successful outcomes.
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| **Experience/Qualifications/Training, etc.*** Educated to at least degree level, or demonstration of significant experience and a relevant qualification to the duties of the post.
* Proven experience of successfully managing and delivering a wide range of complex ICT Projects within a diverse workload to a structured project management process such as PRINCE 2 or equivalent.
* Demonstrate skills in business analysis, process change, requirements definition, and alternate service delivery models
* Experience of working effectively in a political environment, working with elected members, and in cooperation with public sector, third sector and private sector partners and stakeholders.
* Ensuring high professional standards are maintained and compliance with appropriate procedures and statutory requirements.
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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 responsiblefor 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