

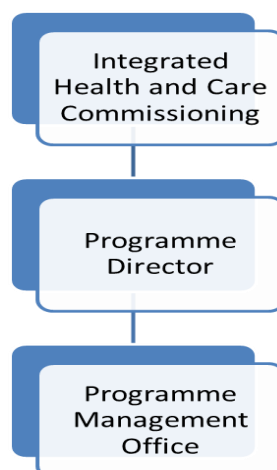
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

| | |
|---|---|
| SERVICE: | Integrated Health and Social Care Commissioning |
| SECTION: | Project Management Office |
| LOCATION: | Number One Riverside, Rochdale |
| JOB TITLE: | PMO Project Manager (with specific responsibility for Savings Programme) |
| POST NUMBER: | |
| Grade: | Grade 8 Agenda for Change 7 (indicative) |
| Accountable to: | PMO Manager |
| Accountable for: | PMO Project Co-ordinator as appropriate |
| Hours of Duty: | 37/37.5 (dependant on RBC or NHS contract) |
| 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/is not Politically Restricted in accordance with the current regulations</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:

1. The PMO Project Manager will manage Workstream transformation projects, including savings programme, to develop and support a culture of continuous improvement, service development and transformation in Rochdale.
2. Ensuring changes are tested and implemented, overseeing data collection as well as planning and monitoring of the Workstream project.
3. The post holder will ensure the integration of key clinical, managerial and operational processes across the organisations within the Rochdale Transformation Programme.
4. Ensure projects deliver results in line with the agreed objectives, in a way that reflects the programmes values, principles and within the agreed timeframes.

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 of the identified projects, possibly across several workstreams, 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. Understand the full scope of the PMO and the key relationships and milestones involved
11. Manage internal and external barriers to change

12. Contribute to communications for the PMO and associated work programme, including liaising with, and presenting to, internal and external stakeholders from a range of different organisations
13. Ensure deadlines are met and delivered to a high standard
14. Interpret and analyse complex information and make decisions on a range of programme issues where there may be more than one course of action
15. Manage relationships and ensure clear communications between workstreams, programme Boards and strategic Boards
16. Devise and provide improvements to current processes , information, reporting and procedures to enhance transformation

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: | PMO Project Manager |
| Section : | Project Management Office | Post Number : | |
| Job Ref: | | Grade: | Grade 8 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 these criteria. You should include examples from your paid or voluntary work.

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

| Criteria | Essential (E) or Desirable (D) | How Identified: AF Application Form I Interview A Assessment |
|---|--------------------------------------|---|
| (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, preferably savings projects. | E | AF/I |
| 5 Experience of working in a NHS / Social Care 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, whom there may not be formal line management authority, to achieve agreed outcomes. | E | AF/I |
| 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 |
| (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 |
| 2 | Proven leadership skills. | E | AF/I |
| 3 | Ability to operate and influence at a strategic level, influencing senior managers and clinicians. | E | AF/I |
| 4 | Self-disciplined/motivated to function independently, but also able to motivate others | E | AF/I |
| 5 | Must be able to work independently, manage own workload and use own initiative without close supervision | 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 |