

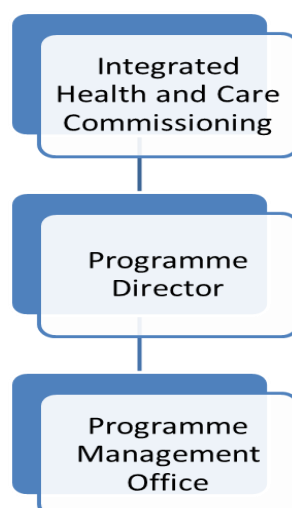
## ROCHDALE BOROUGH COUNCIL

### JOB DESCRIPTION

|   |   |
|---|---|
| <b>SERVICE:</b>                           | Integrated Health and Social Care Commissioning   |
| <b>SECTION:</b>                           | Project Management Office   |
| <b>LOCATION:</b>                          | Number One Riverside, Rochdale  |
| <b>JOB TITLE:</b>                         | <b>PMO Programme Manager</b> (with specific responsibility for savings programme)   |
| <b>POST NUMBER:</b>                       |   |
| <b>Grade:</b>                             | <i>Grade 10 (indicative) Agenda for Change 8a (indicative)</i>  |
| <b>Accountable to:</b>                    | Head of PMO   |
| <b>Accountable for:</b>                   | PMO Project Managers and Project Co-ordinators as appropriate   |
| <b>Hours of Duty:</b>                     | 37/37.5 (dependant on RBC or NHS contract)  |
| <b>Any Special Conditions of Service:</b> | <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 RBC.</p> <p>This post is/is not Politically Restricted in accordance with the current regulations</p> |

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### ORGANISATIONAL CHART



## **PURPOSE AND OBJECTIVES OF THE JOB**

### **Summary:**

1. The purpose of the PMO is to provide assurance on the delivery of the Rochdale Transformation Programme, including savings programme, across the health and care economy and a range of key stakeholders, and to strengthen accountability for the Integrated Commissioning Board, LCO (One Rochdale Health & Care) Board.
2. The PMO will focus on a portfolio of workstreams in order to deliver the programmes that are considered to be critical to the delivery of the strategic objectives providing a level of transparency in support of the established governance and accountability processes.
3. The post holder will hold a portfolio of workstream projects and programmes, specifically in relation to the savings programme, with which they will ensure there is effective governance to support delivery. The post holder will be expected to provide leadership and constructive challenge to colleagues on delivery, best practice and benefits realisation.

## **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**

1. The PMO will establish standards of best practice in project/programme management. It will be required to provide assurance that significant projects/programmes are effectively established with clarity in governance arrangements, time lines, resource requirements, risks, benefits and outcomes. The post holder will be responsible for establishing constructive challenge to develop these standards.
2. To manage a portfolio of workstream projects, providing assurance on their governance and delivery. For the majority of these, the post holder will have no formal authority but work alongside the Senior Responsible Officers and Clinical Leads to support delivery. In the main, most of these projects will be managed within the workstreams hence SROs will be organisational senior managers and clinical leaders.
3. Ensure that all programme stakeholders utilise the appropriate templates to enable effective version control and management of any associated risks / issues.
4. A key relationship will be the managers responsible for delivery of the project/programme. The post holder will provide professional support in the development and delivery of the project, where necessary providing capacity but with a primary aim of ensuring effective application of project management methodology and governance.
5. Provide formal project management leadership to specified projects as required, ensuring set up, governance and delivery is managed.
6. Lead change management work to enable front line teams to understand and diagnose issues to develop effectively solutions. Provide continuity in leadership to support management of change working with clinicians.
7. Support the Head of PMO to provide day to day supervision and direction of the Project Management Office.
8. Working with the project/programme sponsors and management, confirm progress against milestones and project status, providing objective challenge in the knowledge that this will be reported to the PMO Programme Director and where progress is not as it should be, initiate escalation action.

9. Ensure all projects/programmes benefit from broader input of skills and perspective to identify opportunities and risks. A critical requirement will be to ensure that interdependencies between workstream projects and potential aggregated impacts can be identified and risks tracked.
10. Work with Information services to ensure that as far as is practical outcomes and benefits can be monitored through established reporting structures but devising new mechanisms where necessary.
11. Produce routine and ad hoc reports as required to support communication of progress, highlight issues and risks, and generally promote the work of the Transformation and Savings Programme in delivering significant projects.
12. Act as an ambassador of good practice, supporting the embedding of good project management methodology, providing training and development as required.

### **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

|                  |   |                      |   |
|------------------|---|----------------------|---|
| <b>Service :</b> | Integrated Health and Social Care Commissioning | <b>Post:</b>         | PMO Programme Manager                                   |
| <b>Section :</b> | Project Management Office                       | <b>Post Number :</b> |   |
| <b>Job Ref:</b>  |   | <b>Grade:</b>        | Grade 10 (indicative) Agenda for Change 8a (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.

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| Criteria   | Essential (E) or Desirable (D) | How Identified: AF Application Form I Interview A Assessment |
|--|--------------------------------|--|
| <b>(b) Qualifications and Experience</b>   |                                |  |
| 1 Educated to Master's degree level or equivalent demonstrable post professional registration experience.  | <b>E</b>                       | <b>AF</b>  |
| 2 Formal training in programme and project management ( e.g. PRINCE 2 and MSP) or equivalent experience  | <b>D</b>                       | <b>AF</b>  |
| 3 Experience of change management techniques relevant to the health & social care sector, eg. NHS Improvement methodology or Lean.                   | <b>E</b>                       | <b>AF/I</b>  |
| 4 Experience of managing and completing complex programmes preferably with experience of delivering savings.   | <b>E</b>                       | <b>AF/I</b>  |
| 5 Operational experience of delivering savings programmes, including staff and budgets.  | <b>E</b>                       | <b>AF/I</b>  |
| 6 Experience of working in a NHS / Social Care environment.  | <b>E</b>                       | <b>AF/I</b>  |
| <b>(c) Skills and Knowledge</b>  |                                |  |
| 1 Competency in using word processing, presentation and spreadsheet software   | <b>E</b>                       | <b>AF/I</b>  |
| 2 Effective interpersonal, written and presentational communication skills   | <b>E</b>                       | <b>AF/I</b>  |
| 3 Ability to present complex and challenging issues to senior management and clinicians and other key stakeholders                                   | <b>E</b>                       | <b>AF/I</b>  |
| 4 Ability to communicate effectively and engage in detailed discussion with all levels of staff.   | <b>E</b>                       | <b>AF/I</b>  |
| 5 Ability to communicate thoughts and ideas verbally and in writing to others in a clear, concise and understood manner                              | <b>E</b>                       | <b>AF/I</b>  |
| 6 Facilitation skills  | <b>E</b>                       | <b>AF/I</b>  |
| 7 Ability to manage a delegated project budget effectively   | <b>E</b>                       | <b>AF/I</b>  |
| 8 Ability to manage a project team effectively with a track record in successful delivery  | <b>E</b>                       | <b>AF/I</b>  |
| 9 Able to oversee, influence and direct the activities of staff, whom there may not be formal line management authority, to achieve agreed outcomes. | <b>E</b>                       | <b>AF/I</b>  |
| 10 Ability to prioritise and re-prioritise, whilst ensuring delivery   | <b>E</b>                       | <b>AF/I</b>  |
| 11 Ability to negotiate, persuade and influence  | <b>E</b>                       | <b>AF/I</b>  |

|                                  |   |          |             |
|----------------------------------|---|----------|-------------|
| 12                               | Able to develop long term plans for the delivery of significant projects, identifying risks and issues, developing mitigation strategies, establishing key milestones within an overall trajectory.   | <b>E</b> | <b>AF/I</b> |
| 13                               | Must be able to work to agreed deadlines  | <b>E</b> | <b>AF/I</b> |
| 14                               | Ability to critically appraise project and business plans to determine coherence and deliverability.  | <b>E</b> | <b>AF/I</b> |
| <b>(d) Behaviours and Values</b> |   |          |             |
| 1                                | <p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Valuing our people</li> <li><input type="checkbox"/> Focusing on customers</li> <li><input type="checkbox"/> Acting with integrity</li> <li><input type="checkbox"/> Using time and money wisely</li> <li><input type="checkbox"/> Working together</li> <li><input type="checkbox"/> Always learning and improving</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours.</p> | <b>E</b> | <b>AF/I</b> |
| 2                                | Proven leadership skills.   | <b>E</b> | <b>AF/I</b> |
| 3                                | Ability to operate and influence at a strategic level, influencing senior managers, clinicians and other key stakeholders   | <b>E</b> | <b>AF/I</b> |
| 4                                | Self-disciplined/motivated to function independently, but also able to motivate others  | <b>E</b> | <b>AF/I</b> |
| 5                                | Must be able to work independently, manage own workload and use own initiative without close supervision  | <b>E</b> | <b>AF/I</b> |
| 8                                | If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.   | <b>D</b> | <b>AF/I</b> |
| 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.   | <b>D</b> | <b>AF/I</b> |