

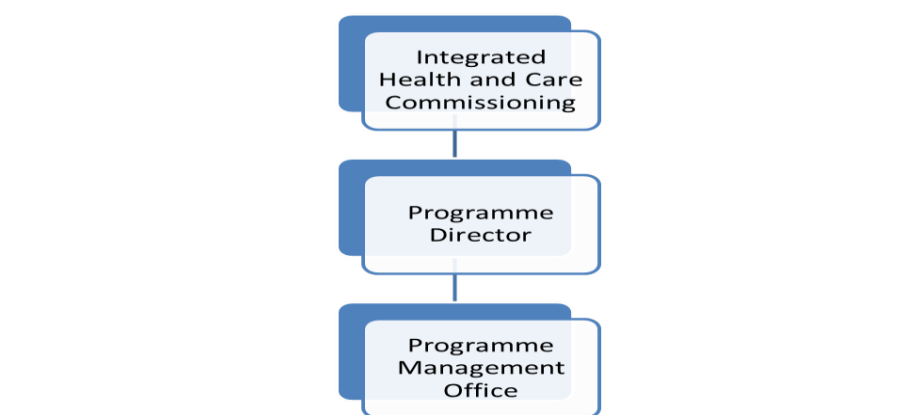
**ROCHDALE BOROUGH COUNCIL /**  
**NHS Heywood Middleton and Rochdale CCG**

**JOB DESCRIPTION**

<b>SERVICE:</b>	Integrated Health and Social Care Commissioning (Joint post)
<b>SECTION:</b>	Project Management Office
<b>LOCATION:</b>	Number One Riverside, Rochdale
<b>JOB TITLE:</b>	<b>Head of Project Management Office</b>
<b>POST NUMBER:</b>	
<b>Grade:</b>	<i>Grade SM3 / Agenda for Change 8b (Indicative)</i>
<b>Accountable to:</b>	Programme Director
<b>Accountable for:</b>	PMO Project Managers 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 R B C.</p> <p>This post 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 Head of Project Management Office (PMO) is a senior leadership post working in support of the Rochdale Transformation Programme reporting to the Programme Director.
2. The post holder will lead Rochdale's PMO to provide effective management, delivery and development of all PMO functions and associated workstreams, and ensure the alignment of systems, process and resources all to support the delivery of our transformation programme. This work provides assurance to GMHSCP that Rochdale as a locality is delivering on the conditions relating to the transformation fund allocation.
3. The post holder will lead the performance and risk function to provide clear, consistent reporting on statutory functions to external and internal bodies.
4. The post holder will work with members of the PMO to strengthen accountability within the programme by ensuring mechanisms in place are appropriately adopted to support, monitor and appraise delivery of critical developments and change management processes.
5. The post holder will provide constructive challenge and support to the Programme Director, LCO members, PMO team colleagues, Senior Responsible Officers and cross organisational key stakeholders, to further effective governance and assurance of project delivery. They will identify any risks to programme delivery and escalate as appropriate to the Programme Director.
6. A critical requirement will be to support a systematic appraisal of transformational delivery, including savings programme, underpinned by measurable benefits realisation.
7. The post holder will support the development of professional leadership of project management across the transformation programme.
8. Working closely with the Programme Director and members of the PMO, the post holder will contribute to a single approach to transformation and savings delivery, ensuring integration of project management tools and methods. A key aim will be to support the development of the capability and capacity across the transformation programme in project management skills, establishing consistency of approach at all levels and reducing the reliance on external project management capacity.

### **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. Maintain:
  - Evidence based, against project milestones, measurable outputs and deliverables.
  - Agreed position with appropriate Senior Responsible Officers.
  - Underpinned by constructive challenge and robust appraisal processes including formal gateway review when appropriate.
  - Early and appropriate escalation of concerns and remedies where delivery is off track to Programme Director.
2. Lead and create Programme Management systems and procedures able to:
  - Produce systematic reports for Integrated Commissioning Board, Transformation Delivery Board and all other appropriate governance.
  - Produce adhoc reports as required by request or for the Joint Director of Integrated Commissioning / Programme Director, Rochdale key stakeholders.
  - Provide an overview of all allocated project milestones and delivery targets, supporting co-ordination of resources.
  - Identify and appraise risk derived from the interaction of concurrent allocated projects and delivery timescales. Risk defined as the unintended consequences of projects, including overachievement of aims.
  - Identify opportunity for maximisation of allocated project benefits, underpinned by quality, financial, workforce and other forms of data necessary to quantify the opportunity.
  - Demonstrate effective governance and integration with established governance processes as the transformation project workstreams evolved and milestones are achieved.
3. Build effective and productive relationships with Rochdale health and social care leaders, Joint Director of Integrated Commissioning, Programme Director, Senior Responsible Officers, System Leaders and key system stakeholders to support not just the assurance of project delivery but constructive support where additional assistance is necessary by:
  - Providing allocated project workstream assurance at critical stages in the transformation programme timeframe, ensuring governance, capability and capacity is appropriate to the project deliverables.
  - Co-ordinating and securing support and involvement of external expertise and intelligence.
  - Co-ordinating and securing additional workstream capability and capacity.
  - Escalation to Joint Director of Integrated Commissioning / Programme Director of issues that cannot be resolved within the project management governance arrangements.
4. Support a collaborative working environment and manage, motivate and develop staff to become ambassadors of good practice within allocated project workstreams.
5. Lead the Performance Function overseeing statutory reports and returns covering mandated activity covering the full spectrum of performance measurements and indicators and providing additional assistance by:
  - Overseeing performance strategically in providing reporting and insight to senior leaders across the Rochdale locality.
  - Co-ordinating resources in the Council and CCG not line managed by the post holder to meet statutory return deadlines.
  - Co-ordinating joint responses with NHS Trust partners to statutory bodies such as NHS England and GMHSCP.
  - Escalation to Joint Director of Integrated Commissioning / Programme Director of issues that cannot be resolved within the Performance Governance arrangements.
6. Manage the Risk function and provide Risk updates to the Governing Body relating to the Risk Register.
7. Support transformation with robust project management and promote and embed the programmes improvement methodology.

8. Support the Project Management Office to have:
- A framework of criteria for each work stream and developments that come within its remit.
  - An agreed work programme, defining the role and extent of involvement of the Programme Management Office within each.
  - Resource requirements to deliver on commitments.
  - Success criteria to measure the impact of the Programme Management Office.

### **Secondary Duties**

- 1 To participate in Council/CCG 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	_____
Director	_____	Date	_____

## Rochdale Borough Council Person Specification

<b>Service :</b>	Integrated Health and Social Care Commissioning	<b>Post:</b>	Head of Project Management Office
<b>Section :</b>	Project Management Office	<b>Post Number :</b>	
<b>Job Ref:</b>		<b>Grade:</b>	Grade SM3 / Agenda for Change 8b (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>(a) Qualifications and Experience</b>		
1 Educated to Masters degree level, or equivalent relevant senior management experience	<b>E</b>	<b>AF</b>
2 Evidence of recent and relevant continuing professional development	<b>E</b>	<b>AF</b>
3 Formal training in programme and project management ( e.g. PRINCE 2 and MSP) or equivalent experience	<b>D</b>	<b>AF</b>
4 Significant experience of leadership at a senior managerial level in operational and strategic management, including exposure to Board.	<b>E</b>	<b>AF//A</b>
5 Experience of working in the public sector in a health or social care environment.	<b>D</b>	<b>AF/I</b>
6 Experience of working with health and social care data and completing statutory returns and to complete reports on performance covering health to Statutory bodies	<b>D</b>	<b>A/F/I</b>
7 Experience of identifying risk, anticipate issues and create solutions to resolve problems in relation to project or service delivery	<b>E</b>	<b>A/F/I</b>
8 Experience in designing and implementing strategic change programmes that are complex in nature	<b>E</b>	<b>AF//A</b>
9 Proven experience of matrix working and of resource management and allocation, including those not under direct line management control	<b>E</b>	<b>AF/I</b>
10 Extensive experience of creating project documentation, capturing business requirements and business benefits management and realisation	<b>E</b>	<b>AF/I</b>
11 Experience of working within a complex multi-agency and multi-professional environment to agree manage and deliver change	<b>E</b>	<b>AF/I</b>
12 Experience of managing performance and risk systems in order to delivery statutory duties.	<b>D</b>	<b>AF/I</b>
13 Evidence of successfully engaging and negotiating with senior management, clinicians, service users and carers on complex issues	<b>E</b>	<b>AF/I</b>

<b>(b) Skills and Knowledge</b>		
1	Knowledge of NHS and / or local authority organisation sectors and key NHS and social care policy drivers	<b>E</b> <b>AF/I</b>
2	Knowledge of Lean, change management processes and change control techniques and developing PMO functions to maturity	<b>E</b> <b>AF//A</b>
3	Strong verbal and written communication skills	<b>E</b> <b>AF/I</b>
4	Excellent report writing skills	<b>E</b> <b>AF/I</b>
5	Ability to communicate highly complex, technical issues to a lay audience in a clear and readily understandable manner.	<b>E</b> <b>AF/I</b>
6	Proven ability to motivate staff who are not under direct line management control.	<b>E</b> <b>AF/I</b>
7	Advanced leadership skills that motivates others and fosters effective team work	<b>E</b> <b>AF/I</b>
8	Proven ability to use a logical approach to understand highly complex situations and information, identify issues, gather, collate and sift information, including political and resource.	<b>E</b> <b>AF/I</b>
<b>(c) Behaviours and Values</b>		
1	Approach the job at all times using the values set out in the Rochdale Way: <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  Please confirm you are willing to adhere to these values and behaviours.	<b>E</b> <b>AF/I</b>
2	Well-developed negotiating and influencing skills and the ability to shape the contribution of individuals and teams	<b>E</b> <b>AF/I</b>
3	Ability to build strong relationships and alliances across partnerships and organisations	<b>E</b> <b>AF/I</b>
4	Ability to influence and align others towards a common purpose and to empower and inspire people to achieve project success.	<b>E</b> <b>AF/I</b>
5	Ability to influence and engender the confidence and respect of all they come into contact with.	<b>E</b> <b>AF/I</b>
6	Professional, discrete and trustworthy	<b>E</b> <b>AF/I</b>
7	Proven ability to develop strategies and techniques with key stakeholders for the successful implementation of change	<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>

<p>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.</p>	<p><b>D</b></p>	<p><b>AF/I</b></p>
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