# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Project Delivery Manager ASCH

# Department: Adult Social Care and Health (ASCH)

# Grade: [Local Managerial Grade 3](https://www.eastsussex.gov.uk/jobs/working-here/pay/local-managerial-grades)

# Responsible to: Head of ASCH Programmes

# Responsible for: Project Officers (Up to 2 x SS8 posts)

# Purpose of the Role:

This role is key to delivering the projects identified as priorities across Adult Social Care and Health. This will include: strategy development, re-design of care pathways, managing and monitoring of budgets, coordination and delivery of projects with key partners within the Council; and external partners including the ICB, NHS provider trusts, primary care and voluntary organisations. An important part of the work will be embedding frameworks that support a culture of continuous improvement across ASCH.

The post will report into the ASCH Department Management Team (acting as the, ASCH Improvement Board) and the Integrated Health and Care Services Oversight Board.

# Key tasks:

1. Formulate the strategy and develop detailed plans for the delivery of allocated projects for approval by the relevant project board. The strategy needs to take into account legal duties as well as all business needs of all parties, to provide effective service provision to service users.
2. Direct and lead the design and implementation of allocated projects, ensure delivery of the outcomes set out in the project and manage any current or future resources, including personnel and budgets that are attached to the project.
3. Develop and put in place rigorous evaluation and performance monitoring throughout planning and implementation.
4. Establish appropriate governance arrangements for projects.
5. Compile reports and present to relevant senior committees and groups as required.
6. Undertake cost/benefit analyses and produce business cases to inform effective decision-making. Deliver tactical improvements and create compelling proposals for long-term, strategic change where appropriate.
7. Ensure that new ways of working are in line with East Sussex County Council policies and strategies, optimise client and carer experience, whilst ensuring best use of public resources and supporting the achievement of relevant savings targets.
8. Plan, influence and proactively manage business change to maximise the benefits of the project and ensure that risks and issues are communicated effectively between the project implementation team and the services.
9. Undertake training needs analysis for key staff and stakeholders who will be involved in the project development and/or implementation. Where a need is identified, ensure that appropriate training is available and accessed.
10. Work with internal departments and external organisations to identify and agree elements of the plan to be delivered by/in conjunction with other stakeholders.
11. Review all relevant policies and procedures ensuring they are fit for purpose, and amend, strengthen or create policies and procedures where appropriate in support of the project delivery.
12. Make recommendations on future on-going work and associated resource requirements.
13. Manage project staff so that they are developed efficiently and effectively, their wellbeing is maintained and their performance continuously improves.

# PERSON SPECIFICATION

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Experience of managing large, complex projects preferably in a public sector and/or inter-agency environment.
* Knowledge of project management methodologies including core documentation, planning, governance, risk and issues management etc.
* Experience of translating local and national initiatives and policies into practice.
* Experience of process mapping and process re-design.
* Highly developed organisational skills with ability to work on own initiative to effectively manage, prioritise and organise workload, and work under pressure to meet competing deadlines.
* Ability to present complex information clearly, verbally and in writing, for a wide range of stakeholders including senior leaders.
* Ability negotiate and to influence without authority
* Ability to represent the Council at external meetings including with senior manager and clients and carers.
* Ability to develop credibility and high-trust working relationships with colleagues from across the Council and external stakeholders
* Analytical skills and ability to interpret data.
* Ability to use core digital tools to manage and deliver projects e.g. Microsoft Project, Visio, Word and Excel.
* Ability to demonstrate an understanding of and commitment to equality, diversity and inclusion.
* Full driving licence or the ability to demonstrate how meet the travel requirements of the role.

**Document version control:**

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Name of person created/amended document: Frood Radford

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |