

Role Profile

Part A - Grade & Structure Information

Job Family Code	10BF	Role Title	Multiply Project Manager
Grade	PS10	Reports to (role title)	Multiply Commissioning Lead
		Directorate/School	Children, Families and Lifelong Learning
JE Band	371-438	Service/Department	Commissioning
		Date Role Profile was created	Jul-22

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To enable successful delivery of Surrey's Multiply programme, which is seeking to increase functional numeracy levels among adults in the county.</p> <p>The postholder will be accountable for:</p> <ul style="list-style-type: none"> • Developing and maintaining the Multiply programme plan • Employ project management tools and techniques to enable successful delivery of the programme • Helping to secure and manage funding, budget and resources • Building and managing relationships with internal departments, customers, partner organisations and any other stakeholders as required • Conducting and/or coordinating analysis • Assisting with contract management and assurance processes
Work Context	<p>The Commissioning division works with a range of professionals to secure delivery of better outcomes for children and families and best value for money. Commissioning teams are organised around the needs of particular populations with clear accountability for delivering specified outcomes within agreed budget envelopes. The division works closely and collaboratively with partners and other services, particularly operational teams, to achieve shared objectives. It also adheres to guidelines and professional standards set by the strategic commissioning hub, and aims to co-produce support with residents and communities in a way that goes beyond consultation with established user groups and involves developing a deep and thorough understanding of needs and aspirations of children, young people and families.</p> <p>This post has been created to enable successful delivery in Surrey of the DfE's new Multiply initiative, through which upper-tier local authorities can secure grant-funding to increase functional numeracy levels among adults. This work will require effective project management to coordinate activity across internal stakeholders, external partners and Surrey's communities.</p>
Line management responsibility if applicable	Short-term management of project/programme support staff may be required.
Budget responsibility if applicable	Indirect influence of the provisional Multiply budget of £4.7m over 3 years.

<p>Representative Accountabilities</p> <p>Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Service Delivery</p> <ul style="list-style-type: none"> • Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within defined policy/strategy and procedures to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by manager to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May assist with budget/resource/funding management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. <p>People Management</p> <ul style="list-style-type: none"> • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>And/Or</p> <ul style="list-style-type: none"> • Operate as an individual responsible for the delivery of a high level and complex service. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions. • Proven ability to manage a range of projects through to completion. • Significant practical or professional experience and understanding of business, supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills.

Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none"> • An effective ability to plan and prioritise work to achieve goals, to drive work forward and adapt to a changing work portfolio. • Previous experience working in a major transformation or change programme is essential. • Ability to plan and deliver projects that take into account the changing political context and the needs of different stakeholders. • Committed to delivering improvements in public service. • Authoritative and credible approach with internal and external stakeholders, including partners, senior managers and elected members. • Willing and able to travel around the county to meet the demands of the role. • Project management qualification or significant project experience essential. • Knowledge of the structure and governance of local government, with an understanding of public policy and the process of policy formulation.
Role Summary	<p>Roles at this level lead and manage the work of larger teams, or a grouping of two or more teams with a common theme. Alternatively they may be professional roles undertaking research and providing complex advice and/or managing specialist projects. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will work closely with customers, staff, partners, third parties, agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems and may involve the creation of new approaches and procedures to solve the problem.</p>
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