

# **BRIGHTON & HOVE CITY COUNCIL**

## **JOB DESCRIPTION**

Job Title: **Project Manager**

Reports to: **Health Protection Principal**

Service/Directorate: **Health and Adult Social Care (HASC)**

Team: **Public Health CCG Advice team**

Grade: **M11**

### **Purpose of the Job**

To provide project management and business analysis services to HASC projects, specifically in the field of efficiency, performance and service improvement. To improve the council's overall efficiency, performance and service delivery for responding to COVID19 with a focus on testing, working with providers and coordinating with partner agencies. The postholder will work to corporate priorities within the strategic framework of Brighton & Hove City Council and the Local Outbreak Plan for COVID19.

### **Principal Accountabilities**

1. To work directly for senior and other management in HASC in undertaking service reviews, including business process management and analysis, to improve efficiency, performance and service improvement for testing and support to providers. This to include undertaking research, data analysis using the new provider portal, options development and appraisal (involving identifying efficiencies), and devising and co-ordinating the implementation of action plans for responding to COVID19. To prepare, report and present the findings and recommendations of reviews to management teams, project boards and other fora.
2. To manage a portfolio of diverse projects such as whole home and setting testing for care homes and supported accommodation, care homes cell, review and management of the provider portal and others that are key to the council's development and achievement of its priorities. To deliver a project management service to Directors and Heads of Service. To report directly to the Health Protection Principal during the lifetime of the project. This service to include managing projects from start up to final implementation including undertaking post-project evaluation and ensuring that the appropriate handover requirements are in place.
3. As part of the service reviews, process management and management of projects to advise and inform senior management (Directors and Heads of Service) on findings, issues, risks and opportunities for service improvement or change management.
4. To use corporate project management standards to deliver projects on time and within budget that meet user acceptance criteria. This to include:
  - developing, leading and managing multi-disciplinary and multi-agency project teams such the testing working group and care homes cell to ensure projects are successfully delivered;
  - working with public health and adult social care colleagues to devise and challenge business cases for change to respond to COVID19. To define project scope, boundaries, and negotiate acceptance criteria and timescales with clients; and

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- analysing financial and other resource requirements of projects and ensure project budgets are appropriately managed and meet the council's standing orders.
5. To plan for, deliver expertise on and drive forward the change management process for continuous quality improvement, incorporating lessons learnt along the way. To ensure the optimal use of ICT, Human Resource, Finance and other support service solutions in achieving improvements in service delivery response to COVID19.
  6. To maintain current awareness of local and national government policy across relevant service areas in order to deliver a high quality and informed service to clients.
  7. To quickly develop a detailed knowledge and understanding, and gather information from a wide variety of sources in diverse and often complex service areas.
  8. To contribute to the ongoing development of internal quality assurance standards of the team and to develop operational processes, systems and standards within the team to ensure service and performance improvements.
  9. To carry out duties in accordance with the council's Equalities and Health & Safety Policies.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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## **PERSON SPECIFICATION**

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### **Job Related Criteria**

#### **Essential Criteria**

##### **1. Job Related Education & Qualifications**

- A degree or equivalent management qualification or comparable experience
- An accredited PRINCE2 practitioner, comparable project management qualification or equivalent demonstrable project management experience.

##### **2. Managing & Supporting Projects & Programmes**

- Significant experience of planning and managing projects to achieve agreed outcomes
- A sound understanding of change management and the ability to assist other services in implementing change.
- Significant experience of undertaking business/process reviews and process mapping

##### **3. Analysing Evidence & Thinking Strategically**

- Experience of applying research methods to identify options for change in business processes
- Ability to research, analyse, and interpret complex data

##### **4. Focus on Customers & Stakeholders**

- Experience of building trust and openness with customers and stakeholders, keeping them updated on progress and acting upon feedback
- Proven ability to work effectively with senior management.

##### **5. Management Skills**

- Ability to effectively influence and co-ordinate the work of others
- Ability to plan and prioritise work – working under pressure to tight deadlines, organised and with a self-managing approach to work

##### **6. Managing Resources**

- Ability to manage project budgets & resources

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## **7. Communication**

- Excellent verbal and written communication skills.
- Good negotiation and influencing skills

## **8. Specialist Skills**

- Experience of using Microsoft Office

## **9. Other**

- Knowledge of the function of local authorities and awareness of the current major Central Government initiatives within Local Government
- A real commitment to improving public services
- Proven ability to work effectively in a political environment

## **10. Equalities**

- A demonstrable commitment to the principles of equalities and carrying out duties in accordance with the council's equalities policy