# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Project Manager - Operational Development

# Department: Adult Social Care and Health

# Grade: [Local Managerial Grade 1](https://new.eastsussex.gov.uk/jobs/benefits/local-managerial-grades)

# Responsible to: Operations Manager– Operational Development

# Purpose of the Role:

The Operational Development Team within Adult Social Care & Health are looking for a dynamic Project Manager to help us ensure the ongoing development and delivery of high-quality services to the population of East Sussex, working with a range of services, departments and stakeholders in the local health and care system.

This post will specifically deliver the Information and Advice elements of our new Adult Social Care strategy, including:

* identifying residents who would benefit from clearer information about adult social care, reviewing and refining how professionals communicate key messages, and identifying what communications and formats are required, including where additional support or tailored engagement is required to engage residents;
* developing and launching a wide-ranging communications campaign aimed at residents and professionals to help them understand and share key messages about adult social care;
* exploring how and when residents need timely updates and proactive messaging and exploring, testing and implementing appropriate and cost-effective solutions to enable this;
* identifying opportunities to exchange information face-to-face, including resource implications and suitable settings or activities to host this, including developing and testing options for face-to-face information exchange in community venues.

Undertaking a detailed review of our information and advice offer against the Care Act duties so we can develop and improve the department’s approach. This will include:

* Assessing how we meet the duties in section 4 of the Care Act
* Considering how our information and advice offer could be improved to support delivery against other Care Act duties and Adult Social Care and Health priorities
* Considering whether we should develop and publish an information and advice strategy
* Developing recommendations about future delivery, management and oversight of information, advice and communications in adult social care.

# Key tasks:

1. Formulate a strategy and develop detailed plans for the delivery of allocated projects for approval by the governance structures, taking into account legal duties as well as all business needs to provide effective service provision to our local residents.
2. Direct and lead the design and implementation for the delivery of allocated projects, ensuring delivery of the required outcomes and appropriate management of any budgets or resources that are attached to the project.
3. Develop and put in place rigorous evaluation and performance monitoring throughout planning, implementation and review of assigned projects.
4. Establish appropriate governance arrangements for assigned projects, including jointly set up systems and processes with colleagues and partners as required to ensure new developments are appropriately aligned and integrated with other key projects and workstreams.
5. Compile reports and present to relevant committees and groups as required.
6. Undertake cost/benefit analyses and produce business cases to inform effective decision-making.
7. Critically analyse data from a range of sources and provide management information that supports evidence-based decision making.
8. Ensure that project plans and proposals are in line with East Sussex County Council policies and strategies, enhance efficiencies and client experience, whilst ensuring best use of public resources and supporting the achievement of relevant savings targets.
9. Plan, influence and proactively manage business and practice change to maximise the benefits of the project implementation for the services and ensure that risks and issues are communicated effectively between the project implementation team and the services.
10. 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.
11. Work with internal departments and external organisations to identify and agree elements of the plan to be delivered by/in conjunction with other stakeholders.
12. Arrange for the closure of projects, including stakeholder and governance sign off, including the production of required documentation for hand over to the appropriate commissioning, operational and/or technical support managers.
13. Review relevant policies and procedures where required, ensuring they are fit for purpose; and amend, strengthen or create policies and procedures where appropriate in support of the project delivery.
14. Make recommendations on future on-going work and associated resource requirements where appropriate.
15. Leading and directing project group members to deliver required outcomes.

# PERSON SPECIFICATION

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

* Organisational skills.
* Ability to present complex information clearly verbally and in writing in a variety of formats in a wide range of settings, including preparation and presentation of reports to a wide range of stakeholders.
* Ability to negotiate and to influence without authority
* Ability to offer credible information and advice.
* Ability to deliver projects on time and in budget, including making decisions when dealing with constant and conflicting demands on time.
* Analytical skills and ability to interpret complex data.
* Ability to use IT to manage projects e.g. Excel, Outlook, PowerPoint etc.
* Ability to manage budgets effectively.
* Ability to chair and facilitate meetings.
* Ability to work as a team member and on own initiative.
* Knowledge of project management methods and their application, including risk identification and management
* Knowledge of relevant departmental services in relation to project, including knowledge of relevant legislation and policy
* Knowledge of public sector and current national and local agenda for County Councils and partner organisations
* Experience of project management
* Experience of working across and between organisations and with multiple stakeholders including external partners
* Experience of translating local and national initiatives and policies into practice
* Ability to effectively manage, prioritise and organise workload, and work under pressure.
* Ability to self-motivate and work on own initiative without supervision.
* Ability to demonstrate an understanding of and commitment to equal opportunities.
* Ability to work constructively with colleagues, both internal and external.
* Professional, diplomatic, innovative, change orientated
* Full driving licence or the ability to demonstrate how meet the travel requirements of the role.

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

* MS Project and Visio skills
* Recognised Project Management qualification e.g. PRINCE2 / Agile

**Document version control:**

Date created/amended: March 2024

Name of person created/amended document: Jacqueline London-Willis

Job Evaluation Reference: 14126

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 |