

Job description

Senior Project Manager

- Grade: PO6
- Reports to: Head of Policy, Strategy and Improvement
- Direct reports: None
- Your team: Health and Social Care Improvement
- Service area: Assurance, Strategy and Improvement
- Directorate: Health and Social Care

Special requirements of the post

Workstyle: Desk-based worker (Lower presence, one day a week minimum)

- Colleagues who are not usually client or customer-facing and can mostly work anywhere with the right technology. Regular on-site activities are required such as team events and collaboration that are more productive face to face

This post requires a DBS check at the appropriate level (Basic)

This post is subject to the council's declaration of interest procedure

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

The Health and Social Care department is looking for a Senior Project Manager (Fixed Term Contract, 6 months) to join the Health and Social Care Improvement Team to help us deliver on our vision for Islington to be a place made up of strong, inclusive and connected communities, where regardless of background, people have fair and equal access to support that enables residents to live healthy, fulfilling and independent lives.

The Senior Project Manager is responsible for establishing, managing and completing projects to agreed time, budget and quality criteria. They will work closely with directors, leads, internal and external stakeholders to ensure scope, deliverables and benefits remain achievable and fit for purpose.

Key responsibilities

1. Establishing, defining and documenting deliverables, plans, resources and benefits for complex workstreams and projects, facilitating the development of the projects from high-level concept to achievable deliverables. Working with internal and external stakeholders, taking on board their wants and concerns. Ensuring deliverables and plans align with the objectives and benefits of any wider programme and corporate objectives.
2. Drafting and maintaining project documents, records and other artefacts as required. For example project briefs, scoping documents, business cases, project plans, savings documentation, RAID logs, procurement documentation, highlight reports, trackers, exception reports and closure reports. Developing sustainable business as usual plans in collaboration with colleagues.
3. Managing project budgets and ensuring projects deliver value for money. Supporting senior colleagues and the leadership team to ensure that plans are effectively linked to corporate objectives, savings plans and programme plans.
4. Identifying workload priorities and supervising staff as needed. Matrix managing project teams/task and finish groups to deliver project outputs to time, budget and quality requirements.
5. Deputising for Head of Policy, Strategy and Improvement
6. Leading on the identification, analysis, recording, managing, resolving and reporting on project risks and issues, presenting options and solutions. Ensuring there are risk and action owners for each risk.
7. Leading and managing relevant stakeholder engagement activities, ensuring plans take account of co-design and co-production opportunities. This might also include developing consultation plans. Informing and engaging colleagues in the project; acting as a single point of contact for queries. Ensuring communication about the project is clear and involves those for whom the project will have an impact. Presenting plans to internal and external stakeholders as required.
8. Convening, facilitating and managing project groups, workshops and task and finish groups. Ensuring that key information and decisions are presented at the right time.
9. Mapping and managing dependencies and interdependencies ensuring alignment with corporate and cross-cutting projects and programmes. Maintaining an overview of other

projects in the portfolio and across the Council and their dependencies on own areas of work; highlighting potential areas of conflict as early as possible and proposing resolutions.

10. Providing regular, timely and accurate progress updates and assessments of project performance to internal and external stakeholders. Monitoring and evaluating the project against agreed deliverables, highlighting variances against original plans.
11. Undertaking research and collecting benchmarking information to identify good practice. Preparing briefings and analysis for senior colleagues and elected members. Contributing to and editing briefings, board papers, reports, presentations and other documents.
12. Seeking quotations, managing tenders and negotiating contracts where relevant.
13. Undertaking project tasks/activities as required to deliver outputs to time, budget and quality requirements.
14. Contributing to the department's wider programme management for example benefits management and evaluation. Adhering to relevant guidelines and policies including style guides, standard operating procedures and the PMO toolkit. Contributing to the regular review and updating of the PMO toolkit and documentation for continuous improvement including lessons learned activities.
15. Actively seeking a good understanding of adult social care and its challenges. Keeping abreast of relevant legislation, guidance and best practice for the general work area.
16. Representing the Council in a professional manner in relation to their responsibilities and in ensuring their own continuing professional development.
17. Undertaking other duties commensurate to the grade of the post.
18. Work flexibly in a matrix organisation and as part of a positive team with energy, creativity and determination. Working remotely as required.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Qualification in project management with substantial experience of managing and delivering complex projects in the public sector and leading on stakeholder engagement at all levels, or relevant experience	Essential
	of managing and prioritising staff workload	Essential
3	You have an awareness, understanding and commitment the protection and safeguarding of children and young people or vulnerable adults. You have knowledge of the local public service landscape and an understanding of health and care at a borough level	Essential
4	You have excellent project management skills, including understanding of project management methods and an ability to use these to support the delivery of a programme of work, managing competing priorities and tight deadlines. You enjoy project management and working at pace.	Essential
	use your initiative to solve problems, have experience of helping others to solve problems, and you are solution focused. Taking on challenges in your stride, you don't get easily flustered.	Essential
	challenges without waiting to be asked. You're going to take ownership of the time you spend with us and truly make a difference.	Essential
	communication and presentation skills. You can influence and persuade individuals at all levels, clearly articulate complex/technical concepts and identify, summarise and convey the critical points of an argument. You communicate	Essential

Point	Criteria description	Essential/desirable
8	You enjoy writing, you write well and have an ability prepare clear concise written reports (e.g. strategies, business cases, members' briefings). You pay attention to details and take pride in your work.	Essential
	data and evidence to solve problems. You have a good standard of numeracy, including estimating, financial budgeting and budget setting, and using data as evidence. You can engage with finance processes to analyse budgets and savings methodologies.	Essential
	Microsoft Office, web/internet use and video conferencing such as Zoom and MS Teams.	Essential
	the Council's Equal Opportunity and Dignity for All policies, highlighting the specific needs of different groups.	Essential

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard,