BIRMINGHAM CHILDREN'S TRUST

Job Description

Project Manager

Job Details	
Grade	D
Number of Posts	5
Department	Birmingham Families First
Reporting to	Business Improvement and Transformation Manager

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.

- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Overview of the role:

To manage high complex/high risk projects as part of major change programmes across the Trust and its partners, using appropriate industry methodology, in order to deliver future sustainable solutions, deliver and assure anticipated benefits, improve outcomes, or make efficiencies, addressing complex challenges in process, technology and people

To be responsible for the delivery of high quality, customer focused project management, delivering to time, cost and quality through effective and clear planning, strong governance and reporting, and proactive risk, issue and dependency management.

Key Responsibilities:

- Responsible for leading the delivery and implementation of high value projects or business improvement activity, ensuring each project is structured appropriately, managed, coordinated and completed on time, within budget, to the appropriate quality, and in accordance with the customer's requirements and expectations.
- To be the lead on advising, assuring and clear scoping of projects purpose and benefits, strong structure and governance, well-defined roles and responsibilities, key milestones and deliverables showing clear critical path to end state, complete resources requirements, and initial risks, issues and dependencies
- Identify, formulate and organise the relevant governance processes for each project, in line with Business Improvement framework where applicable, ensuring the right Leads and SME's are engaged and involved, and hold key stakeholders to account. Provide project reporting on allocated projects at agreed intervals, including progress against plan, benefits being realised, costs monitored, any issues, risks and dependencies, requesting approval for variations to the project.

• Undertake stakeholder analysis workshops with key leads to inform effective communication planning with wider stakeholders, ensuring on-going right engagement at the right time, with the right people in the right way, to galvanise positivity, confidence and momentum to the project, resulting in sustainable change past the project lifecycle.
• Undertake resource planning as part of the development of the project plan alongside, and in collaboration with, subject matters experts, leading on internal resource requests to Sponsor or Business Lead, or coordinating the procurement of external resources in accordance with the Trust's Standing Orders and approved procedures
• Facilitate and manage multi-disciplinary project teams with front line Business, HR, Finance, Legal, Property, IT, Procurement, Comms etc. to ensure implementation of Business Cases and new solutions/designs utilise and collaborate with Subject Matter Experts available to plan timescales and resources effectively, and identify and manage risks and issues to avoid show-stoppers
• To identify, collate, escalate, mitigate, track and record all risks, issues, and interdependencies identified as part of the project and advise Sponsor, Business Lead and project governance to determine owners and progress to manage and mitigate to ensure successful delivery.
• Contribute and support the Business Improvement Team Manager and Business Analyst, to planning methods for sustainable implementation of new solution, design or improvement, including transition from current ways of working to new ways of working as part of the Business Case, e.g. planning pilots, user testing; and communication planning to raise awareness, understanding, buy in and commitment.
• To be responsible for keeping and the Trusts Executive, Directors and Assistant Directors, and any external bodies/boards advised of updated information or issues pertaining to programme implementation by preparing reports for senior and political meetings as required.
• Understand and support the continuing development of an organisational culture which is customer focused, performance driven and committed to continuous improvement and which assists in the development and operational delivery of the services provided by Birmingham Children's Trust.
• Undertake process mapping or data analysis where required to inform key decisions or ensure project progress.
• To deputise for the Business Improvement and Transformation Team Manager for programme and project matters as required from time to time in internal or external meetings.
• Undertake other duties that are commensurate with the nature and grade of the post as directed by the Business Improvement and Transformation Team Manager, for example process mapping and some business analysis activities.
• Adhering to and implementing the Trust's policies and procedures, including those around equalities and diversity.

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If Required, what type:
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<tr><td>Will this position have Line Manager responsibility?</td><td>
Dropdown Options:
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Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	**Method of Assessment (M.O.A)**	**Essential**
Qualifications	AF	Educated to graduate degree level qualification, or equivalent experience in a similar role.
Qualifications	AF	Project management qualification i.e. Agile, Prince2 or equivalent demonstrate knowledge and understanding.
Training	AF/I	Willingness to undertake on-going continuous professional development, participate in regular supervisions, appraisals and take responsibility for own learning and development needs
Experience	AF/ I / E/P	Proven track record of successfully managing and implementing high complex/high risk change projects with a strong aptitude to manage multi-disciplinary project teams with service and operational support functions, in order to lead a multiple range of project across numerous areas of the business

Experience	AF/ I / E/P	Experience of successfully utilising project methodologies, tools and techniques to scope and manage projects, including robust governance, monitoring and evaluating progress against plan, understanding benefits realisation; and ensuring effective risk, issue and dependency management
Experience	AF/ I / E/P	Significant knowledge and experience of leading and managing diverse project teams on behalf of the Business Lead to ensure strong input from subject matter expertise, ability to locate required information, and maximising the use of resources; delivering value for money.
Experience	AF/ I	Strong experience of identifying, mitigating and managing risks and issues to ensure progress and benefits are realized, with the ability to facilitate analysis of information and creativity in the formulation of solutions
Experience	AF/I	Significant experience of building effective working relationships with stakeholders and influencing at all levels and areas of the business, including partners
Experience	AF/I	Demonstrated understanding of the challenges facing Local Government and Partners, and the statutory and national policies, procedures and changes influencing the future provision of services

Skills	AF/I/E/P	Strong ability to proactively and clearly organise, structure and plan; thinking ahead to minimise any risks and issues to project progress, intelligently developing robust governance structures, milestone plans, resource and benefits plans and risk and issue management strategies to effectively achieve required outputs.
Skills	AF/ I	Strong skills in influencing, persuading and negotiating with a variety of stakeholders and across a wide range of disciplines to drive change.
Skills	AF/ I	Excellent ability to build effective, credible, working relationships internally and externally, building trust quickly, act as an enabler and adding value to the organisation.
Skills	AF/I/E/P	Excellent verbal and written communication skills, tailoring reporting styles to various stakeholders/audiences to ensure understanding and generate engagement.
Skills	AF/ I	Excellent ability to manage competing priorities in a pressurised environment, highly motivated self-starter with strong organisation skills, and working to short timescales.

Skills	AF/ I	Ability to inspire, motivate and drive colleagues and partners towards key outcomes and continuous improvement, pre-empt customer needs and pro-actively respond to opportunities to improve services.
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016**

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.