**Manchester City Council**

**Role Profile**

**Project Manager Level 3, Grade 10**

**Manchester Local Care Organisation**

**Report to: Programme Manager**

**Job Family: Project & Programme Management**

**Manchester Local Care Organisation**

Manchester Local Care Organisation (MLCO) has been established by partner organisations (Manchester City Council, Manchester University NHS Foundation Trust, Greater Manchester Mental Health Service NHS Trust and Manchester Primary Care Partnership) to integrate, plan and manage community health and social care across the City.

By working better together, we are bringing community health and social care services together in our 12 neighbourhoods to form integrated Neighbourhoods Teams (INTs). Our INTs will drive our collaborative approach, developing partnerships and building on existing community assets to facilitate improved delivery specific to each neighbourhood. We will be able to provide improved care closer to home and to support the people of Manchester to live healthier, more independent and fulfilling lives and be part of a thriving and supportive community. Your role is deployed into MLCO by your employer: Manchester City Council.

**Key role descriptors**

The role holder will develop, manage, and successfully deliver a complex, high valued programme of strategic projects and initiatives, taking direct responsibility for the successful delivery of all elements to agreed levels of time, budget, and quality.

The role holder will manage, deploy, and co-ordinate resources effectively, ensuring that project/initiative requirements are fully identified, including staffing, financial and ICT requirements.

The role holder will ensure that change is managed effectively by working with relevant project teams within the business, and other key stakeholders.

**Key Role Accountabilities**

To provide strong leadership to project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.

Manage the successful delivery of a range of highly complex projects and initiatives, on time, to budget, and of the required quality (using project methodology where appropriate), ensuring that regular reporting arrangements are in place to keep project boards and key stakeholders informed.

Proactively use business management tools and resources to effectively manage resources and individual project budgets and expenditure forecasts, ensuring delivery of the project to an agreed budget and providing updates on a regular basis. Effectively manage project risk through analysis, mitigation, and contingency planning.

Deliver a range of fully assessed options for resolution of highly complex issues to drive effective decision making, monitor interdependencies and risks between projects, and escalate risks or potential conflicts where necessary.

Develop and maintain effective relationships with senior officers and other key stakeholders, ensuring clear and effective channels of communication.

Maintain control of project scope through an effective change control process, consulting with key stakeholders as necessary.

Be accountable for the management of all project documentation, including effective record keeping and version control of project documentation.

Be a strong and clear advocate for the organisation’s m people approach.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial, or other, to ensure continuous improvement in service delivery.  Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Have a personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Role portfolio**

Manchester Local Care Organisation (MLCO) is a partnership organisation established 1st April 2018 to provide and manage integrated community health and social care across the city of Manchester.

MLCO’s vision is ‘Leading local care, improving lives in Manchester, with you’. We want to support people to live healthy, independent, fulfilling lives and be part of a thriving and supportive community. We want people to have fair and equitable access to health and social care services, receiving effective, safe, compassionate care, closer to their homes.

To provide care closer to home, MLCO operates across three localities in Manchester – the North locality, South locality and Central locality. Within each locality there are four Integrated Neighbourhood Teams. City-wide services continue to be provided for specialist adult services and children’s services. Your role is deployed into MLCO by your employer: Manchester City Council.

There are a range of transformation programmes and projects within the LCO focussed on how we can make the most of our shared resources to transform how integrated health and care services are accessed and delivered.

Programme and project management roles play a vital role in delivering transformation in the LCO. Transformation capacity is located within two teams: the Local Care Organisation’s Project Management Office and the Adults Social Care Better Outcomes, Better Lives Programme Team. Both teams work collaboratively across the LCOs Transformation Portfolio using use a common LCO project methodology and approach to change management.

The Senior Project Manager role will sit in the PMO structure, but will work across the entire LCO transformation portfolio, working closely with colleagues across health and social care. The roleholder will be highly organised with excellent project management skills, including the ability to manage and deliver complex projects. This will require planning, coordinating, and managing interdependencies across programmes of work, enabled by strong partnership working and relationship building. The role holder will support programme leads by collating and, where required, presenting on activities and milestones, risks and benefits, to governance of varying audiences to ensure that the programme’s activity is delivered in a timely and effective manner.

**Key Competencies and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**General Skills**

* **Project Management:** Ability to influence, monitor and control the risk environment, both strategic and operational, through effective allocation of roles and responsibilities. Has ability to manage risk effectively on high value, complex and multiple projects
* **Strategic Thinking:** Evidence of thinking cross-functionally and cross-organisationally, beyond one’s own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.
* **Planning and Organising Skills:** Ability to maintain focus and objectivity under various conditions, and skill in managing and maintaining a multi-priority workload, progressing various ideas and plans concurrently.
* **Communication Skills:** Ability to build and maintain strong networks of support both internally and externally, and to form effective partnerships with a range of key stakeholders and agencies, for the continuous improvement of services. Ability to harness the full commitment and responsibility of key stakeholders in delivering the vision of excellence for the city.
* **Financial Management:** Excellent financial planning skills to develop short, medium and long-term financial plans, with an ability to budget proactively with large, high-risk or volatile elements being identified and cross-referenced to operational activity.
* **People Management:** Has ability to secure and direct resources for a wide area with diverse staff with clear risks attached to decisions. Ability to define and articulate a strong sense of purpose and engender commitment across individuals and groups to a set of shared objectives.
* **Commissioning:** Ability to advise and develop local partner commissioning capabilities where there will be a direct impact on joint commissioning goals.

**Technical Requirements (Role Specific)**

* Proven experience of successfully managing and delivering a wide range of complex projects within a complex workload to a structured project management process such as PRINCE 2 or equivalent.
* Willingness to travel to any location within the boundaries of the city of Manchester.