**Manchester City Council**

**Role Profile**

**Programme Lead - Healthy Older Adults, Age Friendly Manchester, Grade 10**

**Service: Department Of Public Health**

**Reports to: Strategic Lead, Healthcare Public Health and Prevention**

**Job Family: Project and Programme Management**

**Key Role Descriptors:**

The role holder will develop, manage and successfully deliver complex, high value-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 necessities 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 and key stakeholders within the business.

**Key Role Accountabilities:**

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 right quality (using with the City Council’s standard project methodology where appropriate), ensuring that regular reporting arrangements are in place to keep project boards and key stakeholders informed.

Proactively utilise business management tools and solutions 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 effective analysis, mitigation and contingency planning.

Deliver a range of fully assessed options for resolution of highly complex issues in order to drive effective decision-making, monitor interdependencies and risks between projects and escalating risks of 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 scope through an effective change control process, consulting with key stakeholders as necessary.

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

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.

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 role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

***Manchester’s Public Health Department***

The Public Health Department leads work together with a range of partners through the development of strategies, policies, work programmes and commissioning of services to **improve** the health of the population of Manchester**, protect** them from threats to their health; **prevent and mitigate** risks to support better health outcomes; and **create the conditions** in society and the environment that lead to better health. This work is done using the best available evidence, data and insight.

The department is based at Manchester City Council and works closely with the NHS as part of Manchester Integrated Care Partnership.

The work of the Public Health Department is divided organised into five areas of responsibility, underpinned by a number of core functions:

* **Health Improvement and Health Creation:** this includes work to improve the health and wellbeing of individuals of all ages, create the conditions in communities that support good health and wellbeing, and to improve health equity
* **Health Protection and Healthy Environments:** this includes work to prevent and control infectious diseases, sexual health, emergency preparedness and response planning, addressing inequalities in health protection, environmental hazards, regulatory work
* **Healthcare Public Health and Partnerships**: this includes work to address broader determinants and complex barriers to health, population health strategic partnerships, health and care service inequalities, screening and early detection
* **Integrated Equality Inclusion and Engagement:** this includes work focused on addressing structural inequality, prejudice and discrimination. An evidence and insights-based approach is taken to tackling the most urgent equality and human rights issues to advance equity and inclusion.
* **Population Health Integration and Systems Development:** this includes bringing together the key programmes projects that have an interface with the NHS and a focus on community equity, engagement and inclusion.
* **Core functions:** this includes knowledge and intelligence, contracting, project management and business support.

**Grade 10 programme lead: Healthy Older Adults, Age Friendly Manchester**

The proportion of older adults in the UK is projected to reach 24.7% by 2049 and this will bring benefits as well as challenges. Within Manchester, a whole system approach is needed to support older adults to remain independent and healthy.

The physical and mental health needs of older adults are multiple and varied, with further complexity added by different health conditions often occurring at the same time. Health conditions are often exacerbated by pre-existing inequalities in the wider determinants of health, including discrimination, housing, transport and socioeconomic status.

Age Friendly Manchester is the approach to ensuring that committing Manchester to working towards being a better place to grow older.

The Manchester Public Health department is committed to tackling ageism, as well as promoting the importance of ageing well and the skills and contributions of older people. Our Age Friendly Manchester approach continues to work to make Manchester a better place to grow older.

The role holder:

* Will be based in the Department of Public Health, Manchester City Council
* Will work collaboratively and in partnership as part of relevant Regional Greater Manchester working groups, NHS Greater Manchester Integrated Care System, Manchester Foundation Trust, wider Manchester City Council’s services and any relevant national groups

* Will design, lead and manage diverse programmes and projects of work to deliver the identified priorities around the health of older adults. Specifically, these will include programmes of work around: multiple long term conditions, falls prevention, frailty, dementia, oral health and malnutrition
* Will contribute to the delivery to our Age Friendly Manchester strategy ‘Manchester: A City for life 2023-2028'.
* Will be a strategic thinker, highly organised and with an excellent programme management skills.
* Will be committed to equalities, diversity, and inclusion.

* Will be committed to tackling health inequalities and demonstrate an awareness of intersectionality.

* Will be skilled at building strong partnerships and managing stakeholders at all levels.
* Will have a good level of knowledge of the health needs of older adults resident in Manchester

* Will work as part of the Age Friendly Manchester sub-team within the Public Health Department
* Will actively contribute to core business of the wider Healthcare Public Health and Partnerships theme team, and Programme Leads meetings

* Will pro-actively support the Department of Public Health on associated work-streams (for example, working with the Health Protection Team to protect individuals, groups and populations from cases or outbreaks of infectious diseases, and linking in to work in care homes related to relevant topic areas.)
* Will work flexibly across work areas and across the department as priorities emerge

**Programme Lead - Key Behaviours, Skills 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

**Generic Skills**

* **Project Management:** Ability to develop detailed project schedules including the ability to develop and monitor project progress through the use of GANTT charts and other effective mechanisms.  Ability to identify, assess and manage risks to the success of the project.  Experience of working on projects within a project environment and to a structured project methodology
* **Strategic Thinking:** Evidence of thinkingcross-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:** 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:** Well-developed influencing and persuasive skills and ability to offer a persuasive argument both with internal and external stakeholders in order to achieve key project milestones whilst retaining a positive attitude.   Proven ability in managing relationships with project stakeholders at all levels of seniority through effective communication.
* **Strategic Planning:** The ability to turn strategic ideas and objectives into practical, well organised plans with a focus on results, standards and objectives on time to quality, within budget and to reprioritise, plan and organise own and others’ work effectively to ensure these are met.
* **People Management:** Effective development, management and staff motivation, providing strong leadership and direction to the team. Proven ability to secure and direct resources to fulfil work requirements over a wide area of service.
* **Finance:** 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.

**Technical Requirements (Role Specific)**