CAJE REF CYM/Wales/2023/0009

APPROVED 17/02/2023







**JOB TITLE Project Manager**

**JOB OVERVIEW**

The Project Manager will lead the management of specific projects as delegated across the organisation in collaboration with colleagues and partners.

The post holder will be expected to lead, deliver, and manage projects autonomously within the delegated parameters

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| **Main Duties of the Job** | | |
| Formulate, implement, and monitor progress of the projects  Develop governance arrangements for the project.  Identify risks and develop contingency plans as and when necessary. | | |
| **Responsible to** | | |
| **Reporting:** | **Accountable:** | **Professionally:** |
| **Main Responsibilities** | | |
| **Communications**  Identify and understand the needs of stakeholders and provide sound judgement and diplomatic skills, using excellent influencing, persuading and negotiation skills and change management to ensure the development and delivery of the project.  Use sound communication and negotiating skills to overcome barriers to understanding and delivery and gain mutual agreement in relation to progressing new solutions and service improvements.  Provide comprehensive verbal and written reports as requested by Welsh Government, Project SRO and Senior Managers    Act as a focal point for communications for the project and ensure the dissemination of information to all identified parties.  To be the projects ‘advocate’ by negotiating and persuading senior managers of the importance of the project and its objectives.  **Improvement and Monitoring**  Analyse performance, capacity, and demand data, assess projects, identifying areas for collaborative working.  Lead the production of appropriate performance and outcomes indicators and develop a monitoring framework to support the regular assessment of data captured  Managing a specific project, product and or work package, taking appropriate action e.g., manage issues, risks and deviations to plan to ensure that projects and products are delivered to schedule.  Take decisions on a range of complex project issues for a project that they manage where there may be more than one course of action.  Ensure key performance indicators and outcomes measures are reported that inform judgements on the required actions to address issues considered by relevant projects.  Analysis and interpretation of complex and multi-faceted information is critical to this role. The post holder will develop an overview and appraisal on the basis of the analysis undertaken, advising senior managers and stakeholders on project performance and options for future delivery  **Planning and Design**  Plan and organise a broad range of complex project activities in support of service redesign, for example developing and monitoring detailed project plans with teams, at organisation wide level and with partners.  Co-ordinate, lead and deliver the workstreams maintaining a planning framework.  To deliver activities within required timeline, quality, and resources.  Lead in the co-ordination and adjustment of programme plans to deliver service development and improvement programmes to include the scheduling of activities and milestones  To undertake planning to deliver the programme, working with multi-professional stakeholders internal and external to the organisation to ensure key products are delivered  **Policy Development**  Leads on developing policies and service improvement for a specialist area of work supporting the project/project.  **Finance and Budget**  Authorised signatory for project expenditure within a delegated budget  Work with the senior finance team to develop and support the process for tracking and reporting of financial improvement schemes.  Responsible for monitoring of expenditure against a delegated budget and ensuring the appropriate documentation is available for scrutiny.  **Management, Leadership and Training**  Responsible for the supervision of support staff as delegated.  The post holder will be expected to provide training on the project to staff at all levels e.g., Project Information and Business Administration systems  **Digital and Information**  Sets up and maintains appropriate systems for the effective recording and updating of project information. Ensures that appropriate electronic and other filing arrangements are put in place for the designated project, that authorised people within and outside the project or programme have access to appropriate documents and that confidentiality is maintained as required.  Responsible for the operation and maintenance of project information systems and databases including those used to progress project planning and to determine appropriate work scheduling for project staff  Uses a wide range of IT applications to create reports based on a range of information from a variety of sources, presenting those to groups as necessary.  **Evaluation and Audit**  Provide advice on research activities in new areas taking account of evidence from elsewhere.  Undertakes continuous evaluation of project performance including monitoring and benchmarking of outputs using a range of qualitative and quantitative methods  Undertakes complex audits related to the project | | |

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| **Qualifications and Knowledge** | **Experience** |
| **Essential**  Educated to Postgraduate Diploma level in a relevant subject or equivalent experience    Evidence of continued professional  development    Project and/or Project management office qualification, PRINCE2, MSP or equivalent experience  **Desirable**  Masters level qualification | **Essential**  Experience of management and managing successful projects    Effective partnership working in the public sector    Experience of effective stakeholder working with external bodies  **Desirable**  Experience as a formal project manager.  Experience of working within the NHS |
| **Skills and Attributes** | **Other** |
| **Essential**  Developing and monitoring complex project plans  Developed interpersonal and communication skills  Ability to develop and maintain effective working relationships with Project Boards  Track record of problem solving in a project management environment  Competent in the use of desktop applications  **Desirable**  Advanced IT skills in a range of desktop applications e.g., Excel, Power BI | **Essential**  Travel around Wales, and possibly further afield on a regular basis  Desirable (but not essential):  Welsh Speaker (Level 1) or willingness to work towards |