

## **Job Outline: Project Manager**

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**Reports to:** Programme Manager

**Accountable to:** LondonADASS Branch

**Grade / Salary:** £40-45k pa pro rata (3 days per week)

The fundamental aim of LondonADASS is to improve adult social care across London and to identify ways of doing this as cost-effectively as possible. We work with adult social services and other bodies committed to improving the health and wellbeing of Londoners, encouraging collaboration through various networks and focused projects.

### **Job Purpose:**

The purpose of this post is to support the Programme Manager in the delivery of the LondonADASS work programme priorities with specific emphasis on the delivery of discrete projects using project management methodology. Working closely with the programme manager and programme support officer, the role will support LondonADASS in delivery of its key priorities. This will include working closely with the LondonADASS Branch and key partners

### **Key Deliverables:**

1. Supporting relevant networks of lead officers to deliver agreed products in a timely and efficient fashion. These project areas could fall across the range of adult social care functions, including commissioning, workforce, use of resources, safeguarding and integration. This will also involve working with LondonADASS policy leads,
2. Contributing to the overall delivery of the LondonADASS work programme alongside other staff and the LondonADASS Branch.

### **Tasks and responsibilities**

- Leading the planning and implementation of projects
- Facilitating the definition of project scope, goals and deliverables within LondonADASS networks
- Defining project tasks and resource requirements
- Developing full scale project plans with key stakeholders
- Managing project budget
- Managing project resource allocation
- Planning and scheduling project timelines
- Tracking project deliverables using appropriate tools
- Quality assurance
- Constantly monitoring and reporting on progress of the project to LondonADASS networks and steering groups
- Presenting reports defining project progress, problems and solutions to steering groups
- Implementing and managing project changes and interventions to achieve project outputs
- Undertaking project evaluations and assessment of results
- Supporting and co-ordinating work to develop LondonADASS' priorities and work programme
- Supporting LondonADASS meetings e.g. through organisation of meetings, producing papers, ensuring follow up actions completed.
- Representing the Programme Manager.

- Working as part of the LondonADASS team, within a culture of flexible and collaborative team working to ensure that LondonADASS meets its implementation plans and priorities within available resources and responds effectively to new or changing requirements.
- As a small team, there is an expectation that all team members will at times cover for each other and there is a need to work flexibly across LondonADASS's work programme.

### Core Competencies: Project Manager

#### QUALIFICATIONS

- Graduate level or equivalent

#### KNOWLEDGE

- Sound understanding of project management methodologies
- Breadth (not depth) in:
  - Understanding key government policies on care and support
  - Understanding local and central government and key partners, including the NHS and private and voluntary sector providers
  - Understanding commissioning of social care services
  - Understanding the social care market

#### SKILLS

##### General Management skills

- Leadership
  - provide direction
  - provide vision
  - coach/mentor team members
  - sound judgment
  - issue & conflict resolution
  - effective decision making
- Negotiation
- Communication
- Team building skills

##### Project Management skills

- Fundamental project management skills
- Project management tools & techniques
- Organisational shrewdness
- Excellent administration skills

##### Personal Skills

- Aptitude; flexibility and ability to adapt to change and cultural realities
- Confidence and commitment
- Pro-active, can-do attitude
- Open mindedness
- Common sense
- Trustworthy
- Creative

##### People Management Skills

- Build and manage interpersonal relationships
- Ability to influence and win respect
- Know when not to manage
- Politically sensitive
- Active listening
- Role model
- Fairness

#### PROVEN EXPERIENCE

- Strategic in approach: understands and addresses inter-dependencies and real issues
- Clear definition of project requirements and timetables
- Experience managing to deliverables and milestones: on time/within budget/meeting business needs
- Ability to manage complex projects and bring them to success
- Ability to work collaboratively with stakeholders who may have competing agendas
- Proven experience with projects of similar size and scope
- Organised and efficient in work processes

For an informal conversation please contact Tristan Brice, Programme Manager, by email at: [Tristan.brice@londonadass.org.uk](mailto:Tristan.brice@londonadass.org.uk)

To apply for this role, please submit:

- Your CV
- A statement in support of your application – maximum two sides of A4
- Preferred basis of employment: employed, seconded or consultant.
- Your availability

These should be sent to Tristan Brice Programme Manager:  
[Tristan.brice@londonadass.org.uk](mailto:Tristan.brice@londonadass.org.uk) by 5pm on 11 August 2017.

**Closing date: 11 August 2017, 17:00**

**Interview date: 25 August 2017**