

BE BOLD, MAKE A DIFFERENCE, SHOW YOU CARE

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Delivering Better Value Programme

Manager

Present Grade: proposed MM2

Dept: People

Service/Section/Team: Education Department/ SEN

Reports to (title): Head of SEN

Background

Enfield has high aspirations to achieve to a high standard for its children and young people with SEND; we want them to achieve their best in the early years and at each phase of their education; in their social development, health, and wellbeing; and as they take their next step towards independence and adulthood.

As part of Delivering Better Value, we have identified a range of areas that we would like to develop and deliver to. To do this we need a strong and experienced Project Manager to allow us to develop and deliver the identified programmes and to report back to senior leaders any required highlights or changes that will enable this programme to be effective and create change.

Purpose of the Role

As a manager within the Council you will:

- Lead, manage and motivate the team to deliver high performance
 - Ensure that corporate/departmental people practices are understood and implemented
 - Effectively manage budgets and projects ensuring effective cost management and prioritisation
 - Monitor and evaluate the team's performance and recommend areas for improvement based on evidence
 - Coach and support staff to develop
 - Recommend areas for service improvement based on relevant data and information
 - Communicate effectively with senior leaders where changes to the programme are required
 - Collaborate constructively with partner organisations and stakeholders as appropriate
1. Support the Head of Service and SEN Improvement manager to deliver and successfully embed the agreed DBV programme.

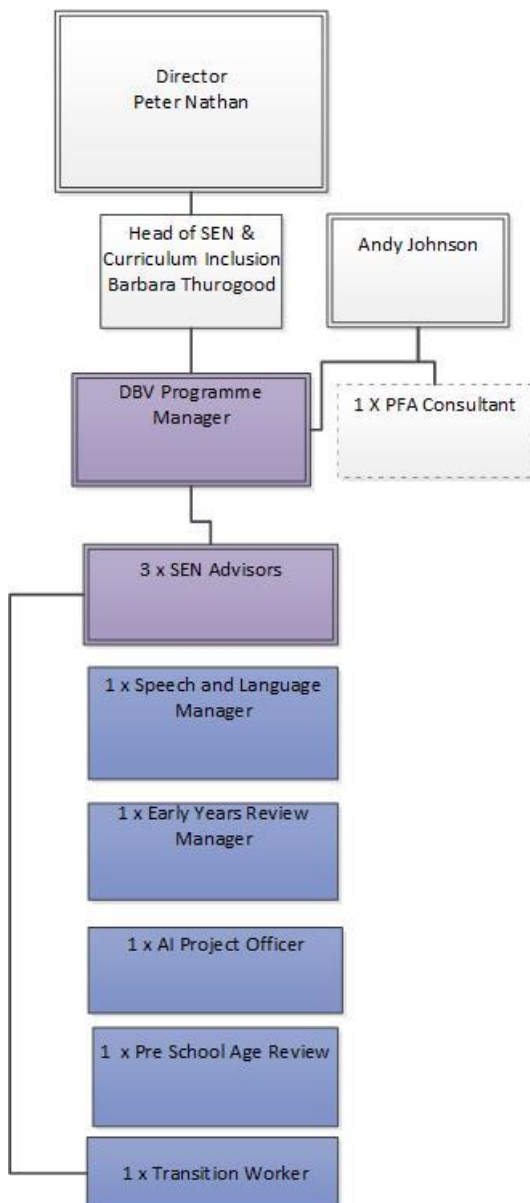
2. To drive and deliver designated activities across the programme, ensuring that outcomes, objectives, and milestones are achieved, to the required standards within budget and on time. This will include workstreams and task and finish groups.
3. To provide regular progress updates and reporting to line manager, and other reporting bodies.
4. Work collaboratively with all partners, parents and young people to co-design service developments and identify good practice.
5. Work with the data lead, services, and partner agencies to provide information and data to meet SEND Partnership Board reporting requirements and returns, providing the necessary information and data to evidence that the programme is achieving the outcomes and smart objectives set.

Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:

None.

2. Structure Chart:



3. Number of direct reports:

(Circa 8)

4. Nature of reporting relationship between post holder and line manager

Direct report to line manager.

Key Accountabilities:

Accountabilities

1. Identify, manage budgets, and escalate any budget risks
2. Set and monitor individual and project performance standards
3. Constructively challenge and take action with pace where there are performance shortfalls
4. Ensure that clear team and individual goals are in place and communicated
5. Implement service improvement plans to time and budget
6. Drive the successful and timely delivery of workstreams against agreed outcomes and objectives as part of an overall coordinated programme, ensuring interdependencies are managed and changes are delivered as part of the DBV programme.
7. Work collaboratively with multi-disciplinary Task and Finish Groups, (aligned to workstreams) to ensure that the outputs agreed for Task and Finish Groups are delivered to specification, and on time.
8. Develop and promote effective partnership working, strengthening strategic and operational buy in from a wide range of partners
9. Support the design and implementation of highly effective systems and processes across our partnership as agreed from the findings of the projects as part of their implementation.
10. Work in collaboration with, Children's Centres, Children and Family Services, Customer
11. Services and other relevant stakeholders
12. Working independently and with others to ensure that the programme adheres to the legislation and the SEND and AP Improvement Plan, as well as best practice.
13. Prepare high quality progress reports for the SEND Partnership Board. This will include providing information and data to evidence that the Council is delivering against programme outcomes, and the SMART objectives which have been set.
14. Create and update the project plan identifying any risks and report them as appropriate.
15. Work effectively, creatively, and collaboratively across internal and external organisational boundaries to deliver the project aims and goals seeking solutions to any changes in the project.
16. Effectively manage competing priorities and challenges whilst maintaining focus on the goals that need to be delivered.
17. Any other duties reasonably requested by management
18. Carry out all accountabilities in compliance with the Council's Policies and Procedures

Key Relationships (Internal and External):

External

A range of stakeholders including: DFE/DVB, Parents/Carers, Children and young people, Schools/Education settings, Health, Voluntary Sector

Internal

A range of stakeholders including: Education Services, Educational Psychology, Early Help Services, Youth Justice Services, Youth Development Services, Children social care, Adult Social Care, Parent Forums and any other identified organisations.

Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

Information Security:

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

PERSON SPECIFICATION

Job Title: Family Hubs and Start for Life Programme Manager

Grade: MM2

Department: People

Team: Children and Families/ Early Help, Youth and Community Safety

KNOWLEDGE, SKILLS & ABILITIES	HOW TESTED
Job Specifics – Skills and Experience	Application – A Test – T Interview – I
<p>Essential:</p> <ol style="list-style-type: none"> 1. Experience of delivering SEN related projects from inception to completion, including development, planning, initiation, implementation, monitoring, evaluation, and review; and delivering agreed outcomes on time and within budget. 2. Experience of delivering programmes and projects through a workstream approach 3. Proven track record of working using own initiative and effectively working with a diverse range of stakeholders to deliver successful outcomes 4. Experience of leading and working in a collaborative way within diverse, multi-disciplinary project teams involving a diverse range of organisations and disciplines. 4. Able and willing to work effectively both as a member of a team using own initiative. 5. Strong analytical and problem-solving skills. Able to work with data sets and perform analysis 6. Confident in handling complex data, including consolidating and analysing management information and business intelligence to inform decision-making and strategic planning. 7. Demonstrates creative and innovative approaches to work. Has a proven ability both to motivate and embed new ways of working and to learn from others and implement best practice locally. 8. Able to prepare and deliver compelling reports, briefings, presentations and business cases for a range of audiences. 9. Strong strategic influencing and negotiation skills. Has a proven track record of establishing credibility and influence with people operating at high levels within their own organisations. 	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>

<p>10. Able to prioritise appropriately and manage the time of him/herself and his / her team effectively. Able to manage multiple projects and initiatives simultaneously, working to tight schedules when required.</p> <p>11. Excellent IT skills, including in the use of a range of Microsoft Office products. Must be proficient in excel.</p> <p>12. Self-confident and articulate, able to influence others to deliver results and be comfortable in a fast-paced programme / project delivery environment, ability to work across a range of areas simultaneously.</p>	
<p>Behaviours</p> <p>Appropriate behaviours are key to the delivery of our vision for Enfield.</p> <p>We want staff who will work collaboratively, flexibly and constructively, and exhibit this ethos in all their dealings with residents, colleagues and partners. Our leaders will be exemplars of the following behaviours and encourage them in staff at all levels;</p> <p>Take Responsibility We want staff who are willing to make decisions and be accountable for them. Staff should have a positive can-do attitude where they see problems as challenges which can be overcome. They should accept responsibility for service delivery, be clear about their service offer and deliver what they promise.</p> <p>Open, Honest and Respectful We want staff who are comfortable and confident to acknowledge the difficulties and the barriers they face. They should also be able to constructively challenge the way things are done where there is evidence that it impedes service delivery. Challenge should be conducted in a professional, courteous manner with the aim of reaching a mutually agreeable resolution.</p> <p>Listen and Learn We want staff who are prepared to actively listen and reflect on customer concerns with a view to understanding the customer's point of view. Staff should be able to receive constructive criticism and be prepared to adapt the way they operate and deliver services where appropriate.</p> <p>Work Together to find solutions We want staff who can work collaboratively with other departments and partners, freely sharing their knowledge and skills to identify solutions to address customer concerns.</p> <p>Candidates: Please ensure you address these behaviours in your responses to the essential (and desirable if applicable) criteria above.</p>	

<p>Competencies</p> <ol style="list-style-type: none"> 1. Customer focus 2. Deliver service performance 3. Focus on continuous improvement 4. Political awareness and context 	A/I
<p>Qualification(s)</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Qualification or equivalent experience in project and /or programme management methodology (e.g. PRINCE, Managing Successful Programmes) 2. Experience in Local Government/Health or large multi-layered service organisation, and ability to deliver change, bring new insights and implement best practice. 	A/I A/I
<p>Other Special Requirements</p> <p>N/A</p>	