CAJE REF CYM/Wales/2023/0010

APPROVED 17/02/2023







**JOB TITLE Senior Project Manager – Band 7**

**JOB OVERVIEW**

The Senior Project Manager will manage one or more specific large-scale projects across the organisation in collaboration with colleagues and partners including lead responsibility for the interpretation of national policy within the specialist area

The project(s) may be part of a programme, or large stand-alone and they will be expected to be the planning lead with a high level of autonomy.

Manage project staff.

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| **Main Duties of the Job** | | |
| Be responsible for the overall progress of the Project and use of resources, initiating corrective action where appropriate.  Ensure the scope and objectives of the programmes are clear and interdependencies are managed.  Work with senior managers and teams to identify opportunities for continual service improvement by utilising programme and project management methodologies. | | |
| **Responsible to** | | |
| **Reporting:** | **Accountable:** | **Professionally:** |
| **Main Responsibilities** | | |
| **Communications**  Communicate highly complex information relating to specific service changes. This will often be contentious where proposed change has a major impact on established ways of working and there is little consensus. Use sound communication and negotiation skills to overcome barriers to understanding and resistance to change where there may be conflicting interests and priorities.  Write highly complex, detailed reports for a variety of senior audiences e.g., board papers, multi-stranded business cases and options appraisals  Use negotiating skills to persuade senior managers on the importance of programme initiatives. This will involve communicating contentious information including in relation to suboptimal performance in the delivery of services.  Negotiate with a wide range of senior stakeholders including Welsh Government, Executive Directors and senior clinical and non-clinical staff who will often have competing interests and priorities.  Make formal presentations to large groups of people often at a very senior level.  **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 and ensure key products are delivered.  **Policy Development**  Leads on the development of project specific policy and protocols within the specialist area which impact across the organisation e.g., Memorandums of Understanding between services and with external bodies  Interpret national guidelines and policy to enable management of the project including risks and develop contingency plans as and when necessary.  **Finance and Budget**  To hold and manage the project budget affectively and be an authorised signatory and budget holder for the programme  Work with the senior finance team to develop and support the process for tracking and reporting of financial improvement schemes  Responsible for ensuring adherence to the budget, ongoing monitoring of expenditure against budget and ensuring the appropriate documentation is available for scrutiny.  To ensure the effective use of all resources and to ensure that any agreed budgets are kept within specified financial limits and operate within approved financial policies.  **Management, Leadership and Training**  Line management of staff within the project which includes appraisals, sickness recording, grievance, and disciplinary matters.  The postholder will have matrix management responsibility and responsible for leading and directing the day-to-day activities of the workforce assigned to their projects  **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 Programme 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**  Highly developed interpersonal and communication skills  People Management skills  Track record of complex 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 |