

POST TITLE	PROJECT MANAGER
DIRECTORATE	EDINBURGH HEALTH AND SOCIAL CARE PARTNERSHIP
SERVICE	STRATEGIC PLANNING
RESPONSIBLE TO	PROGRAMME MANAGER/STRATEGIC LEAD
NUMBER OF POST HOLDERS	12
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

The postholder will work as part of a team to develop, manage and implement a number of high profile projects within the Edinburgh Health and Social Care Partnership's (EHSCP) Quality, Programmes and Corporate functions.

The postholder will be responsible for all aspects of project management across these functions, with a clear focus on the successful delivery of projects which contribute to the EHSCP's strategic objectives and improve operational efficiency and service delivery.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Support Senior Responsible Owners (SROs) and Programme Managers/Strategic Leads by overseeing the co-ordination and administration of all aspects of the ongoing project(s) including controlling project activities, planning, organisation and risk control whilst ensuring that the image and policies of the Council are promoted
- Managing and/or participating in projects to implement business change and service improvement ensuring that all projects adhere to formal project management methodologies (e.g. Prince II). This will include the full life cycle of the project from scope, business case (including investment appraisal), project planning, project team management, cultural change management, budget and risk management to implementation and evaluation.
- In conjunction with other project managers promote an integrated, consolidated and consistent Council-wide approach to project management, supported by the appropriate governance arrangements, processes and stakeholder engagement.
- Provide direction, input and feedback on the projects.
- In conjunction with other Project Managers develop and implement a risk management process for all projects.
- Identify and evaluate the risks associated with the project activities and take appropriate action to control / mitigate the risks.
- Ensure compliance with statutory responsibilities, national legislation, standing orders, delegated authority, Council and NHS policies, and professional project and programme standards
- Monitor, evaluate and report on the project activities according to the evaluation framework and recommend any changes to enhance the project.
- Produce and present detailed reports, business cases and management information to Senior Managers. Within this, develop sound business rationale/argument to identify improvement opportunities with supporting analysis and detailed recommendations
- Through excellent project and time management skills, manage a number of concurrent complex projects using project management principles.

- Ensure engagement with a wide range of subject matter experts across the EHSCP to encourage cultural change and ongoing service improvements
- Make the best use of resources to facilitate continuous improvement throughout the authority
- Responsible for supporting the delivery and improvement of outcomes for customers, working in close partnership with service managers in both directorates and localities.
- To deputise for the Programme Manager as required.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The postholder will usually be qualified to degree or postgraduate level in a relevant discipline and will have an additional project management qualification or extensive management experience.
- The postholder will require extensive knowledge and skills in Project Management and business change and transformation in order to support the Quality, Programmes and Corporate projects.
- The postholder should be Prince 2 practitioner or equivalent qualified or have experience of applying project management principles and methods such as Prince 2
- The postholder will work in a rotation of Project Managers between the three functions and will be expected to become experienced and skilled in specific tools and methodologies required.
- Working knowledge of Microsoft project or similar.
- The postholder will make decisions in relation to specific business transformation activities and projects, in consultation with relevant stakeholders and management where appropriate.
- The postholder will manage highly confidential and politically sensitive matters with appropriate awareness and discretion.
- The consequences of decisions taken regarding specific transformation projects will vary dependent on the impact on EHSCP outcomes, and in many cases are likely to be significant.
- The postholder will have significant experience of leading projects in a complex environment and a thorough understanding of the key principles of governance and delivery.
- The postholder will have confidence and experience with managing complex information and will be able to interpret and analyse complex data to make knowledge-based decisions
- The postholder will be commercially-minded and high numerate.
- The postholder will represent the Partnership, working closely with a range of stakeholders, both internal and external, to co-produce, deliver and embed transformational change.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The postholder will work autonomously with minimal supervision.
- The post holder will operate in a changing environment and need to effectively and diplomatically manage competing priorities, interests and pressurised timescales.
- The postholder must be able to adapt flexibly to new demands and take appropriate action on matters requiring immediate response.
- Although the postholder may be exposed to some physical demands, these will be predominantly within the range of normal office based activities.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF COLLEAGUES)

- There are no formal supervisory responsibilities, though the post holder will be required to lead multi-disciplinary teams working to deliver specific project(s) as determined by the Transformation and Change management team and will have project management responsibility over other colleagues

RESOURCES

- No direct responsibility for resources but will be involved with management, organisation and maintenance of project data following best practice.
- The post will also have responsibility for monitoring budget on projects of over £1 million and up to £5 million on behalf of the Partnership.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of colleagues are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other colleagues, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those colleagues and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Additional information can be found in the [Council Health and Safety Policy](#).