

Role Title: Project Manager (Transformation)

Salary: PO3

Location: Sir Henry Mitchell House

Report to: Team Manager

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

As the Project Manager, you will play a role in shaping improvement in practice and service/business delivery to children, young people and their families across the Bradford district to ensure sustained success. You will work closely with senior leaders, operational staff, children and families and partners in managing projects and areas of work to implement innovative transformation that foster practice improvement and service/business delivery resulting in better outcomes for children, young people and their families. By doing so you will play a role in ensuring that the Trust is able to meet its present requirements whilst ensuring capability is built as we strive towards our delivery of the four strategic plans within the Trust.

The postholder will demonstrate a self-starting, focused approach to improving the lives of children, young people and families. You will have a passion for leading on designing services, developing new strategies and a passion for engaging with key stakeholders in order to develop an innovative service that meets needs. Above all you will excel in working collaboratively, motivating professionals, whilst maintaining a firm grip on key priorities and deliverables.



You will do this by:

- Providing flexible provision of transformation activity in managing agreed projects, workstreams and focused areas of work to improve outcomes for children, young people and families.
- Managing the planning, monitoring and controls for transformation from start to completion including analysis, outlining problems, opportunities and solutions, research, risk identification, stakeholder management and communications utilising the Trusts approach to transformation and change.
- Having considerable experience with a wide knowledge base and excellent skills either in transformation, project management, social care practice improvement, change management, performance management, or quality assurance.

Main Duties and Responsibilities

- Reporting directly into the Team Manager, however, will be expected to use own initiative in a range of decision making appropriate of the role and responsibilities and deputise in the absence of the Team Manager.
- Project manage and co-ordinate activities relating to the Trusts transformation and change agenda to deliver effective services against changing demands and external challenge in an engaging way which mitigates the risks and delivers business benefits and sustains improvement, including readiness for inspection and audits from various governing bodies.
- Line management responsibilities to a small number of Support Officers prioritising work and promoting continuous professional development of staff members using supervisory relationships, annual performance reviews, training opportunities and staff development schemes as well as Trust policies around employee safety, health and wellbeing and fairness, equality and inclusion.
- Ensure the right resources and representation are in place for projects, workstreams and focused areas of work and inspection/audit activities ensuring delivery at pace across these areas.
- Utilise information from past projects and areas of work, government legislation, performance data, audit reports, inspection reports, peer reviews, complaints and feedback from the workforce and children and their families to inform areas of development to deliver on transformation and improved service and business delivery.
- Develop and manage all documentation relating to projects, workstreams and focused areas of work including business case's, plans, risks and issues, highlight reports, closure reports, post closure reports and documentation relating to bids
- Solve problems or make recommendations in a measured and creative way, assessing tasks and risks/issues alongside colleagues, and proactively identifying and undertaking activities that are of benefit to the Trust, including contingency planning to ensure confidence in its implementation.
- Provide direction and expertise in the development, implementation and on-going management of transformation, practice improvement and service/business delivery.
- Stakeholder management with a wide range of colleagues across the Trust, Council and in partner organisations at both strategic and operational level.
- Lead research and analysis activities required to inform or drive delivery of the Trusts plans ensuring that priorities are delivered in line with legislation and / or best practice.
- Develop and present reports evidencing transformation, improvement and impact as well as challenges, opportunities and recommendations for various platforms.
- Write and co-ordinate the development of protocols, strategies and other documentation in relation to the delivery of transformation, including practice improvement and service / business delivery.
- Work closely with colleagues across the service and partner agencies to organise effective meetings and events, including facilitating working groups, agenda planning and capturing and co-ordinating follow-up actions to ensure delivery and completion.
- Carry out duties in accordance with the Trust's values and culture which ensures best practice through clear, consistent internal and external communications in a fair and open environment.
- Undertake other duties commensurate to the nature and level of the post.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Education

- NQF Level 5 – bachelor's degree or equivalent level or professional qualification in the relevant Sector
- Project Management qualification e.g. PRINCE 2, MSP or significant project management experience working towards a qualification

Experience

- Project management within transformation and /or practice improvement and / or service/business delivery focused on future needs and evidenced impact
- Knowledge of children's services practice and/or transformation within other public sector settings
- Excellent communication, interpersonal, and stakeholder management skills at all levels including the workforce to senior management / leaders
- Strong team player who can work both independently and collaboratively and is able to work operationally to progress competing and changing demands and priorities
- Working to Trust ways of working following practices, procedures and basic operations as well as government legislation
- Contributes to the management of a budget, keeping costs within agreed levels for a project
- Use of specialist ICT systems, including project management systems
- Analytical skills, enabling data and evidence-based solutions to be identified and implemented
- Project documentation development, collaboration and management as well as the production and presentation of reports and papers for various audiences
- Significant middle management experience in a similar role within the public sector
- Coach and support others in their own personal development
- Significant experience of driving and delivering change, facilitating work groups and project management experience

Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An DBS check will be requested.

We are an equal opportunities employer.

