Role Title: Transformation Project Team Manager
Salary: PO6
Location: Sir Henry Mitchell House, Bradford
Report to: Service Manager (Transformation)

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

You will manage a team of project managers and project support officers to develop and implement innovative transformation and change projects that improve outcomes for children and their families, and support better ways of working across the Trust.

You will contribute to ensuring that the Trust is able to meet its transformation and reform plans, whilst ensuring capability is built across the team as we strive towards delivery of excellent practice through key strategic plans.

You will act in a professional consultative, supervisory and managerial capacity to the Transformation Team, shaping project management and change management delivery. Working with the Service Manager and Head of Service you will ensure that the work of the team is of high quality and produced to a consistent standard

You will bring a specialism to the role that supports the Trust in relation project and change management delivery, supporting senior leaders in the use of frameworks and tools to achieve sustainable change.



Main Duties and Responsibilities

- Undertake all elements of staff management including recruitment, progression, capability and absence in line with Corporate and Departmental policies and procedures.
- Identification and support of transformation with strategic leads across the Trust and oversee these activities by coordinating resources and supporting effective regulatory functions to improve outcomes for children and families.
- Manage the planning, monitoring and controls for transformation using a project management cycle, that includes project oversight on scoping, research, data analysis, risk identification, resolution and communication utilising the Trusts' approach to transformation and change.
- Co-ordinate both statutory and optional strategies and annual reports and ongoing response to and co-ordination of inspection and audit frameworks, including supporting the development of the self-evaluations and other relevant practice for all service areas.
- Solve problems in a measured and creative way, independently assessing a wide variety of tasks and issues, and proactively identifying and undertaking activities that are of benefit to the Trust, including contingency planning to ensure confidence in its implementation.
- Collate information and draft reports showing evidence of transformation, improvement and impact for various platforms.
- Utilise information from performance data, audit reports, inspections, peer reviews, complaints and feedback from the workforce and children and their families to drive continuous transformation and improvement.
- Lead and develop effective project and change management approaches across the Trust.
- Promote and uphold the Trust's Visons and Values 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 at initial place of work or any other venue, and deputise in the absence of the Service Manager.

About You

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

Education

- Qualified to NVQ / Diploma level 5 in either programme and project or change management or leadership or equivalent experience.
- Project Management qualification e.g. PRINCE 2, MSP or significant programme and project management.



Experience/knowledge

- Significant experience at middle management level in a similar role within the public sector.
- Considerable experience, with a wide knowledge base and excellent skills, in transformation and project management, social care practice improvement, change management, performance management, and quality assurance.
- Experience of overseeing transformation and /or practice improvement, and service/business delivery, which is evidence based and focus on future needs and impact.
- Experience of producing and presenting reports and papers for various audiences.
- Knowledge of children's services practice and/or transformation within other public sector settings.

Other

- Can express themselves fluently and spontaneously, almost effortlessly.
- Uses a range of specialist ICT systems across own work area and/or across other areas of work.
- Oversees or contributes to the management of a budget, keeping costs within agreed levels for own section/team.
- Work with integrity and attention to detail, using, interpreting, analysing, and communicating complex numerical information, which enables data and evidence-based solutions to be identified and implemented.
- Ability to operate effectively within multi agency and inter-professional partnerships and settings.
- A strong communicator, with an ability to work autonomously as well as knowing limitations of the role and when to escalate.
- Excellent interpersonal, and stakeholder management skills.
- Ability to coach and support the delivery of others both internal and external to your service area (matrix approach).
- A strong team player, able to work operationally to progress competing and changing priorities.

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, a DBS check will be requested.

We are an equal opportunities employer.

