

Role Title: Project Support Officer (Transformation)

Salary: PO1

Location: Sir Henry Mitchell House, Bradford

Report to: Team Manager (Transformation) or Service Manager (Transformation) - dependent on role

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.

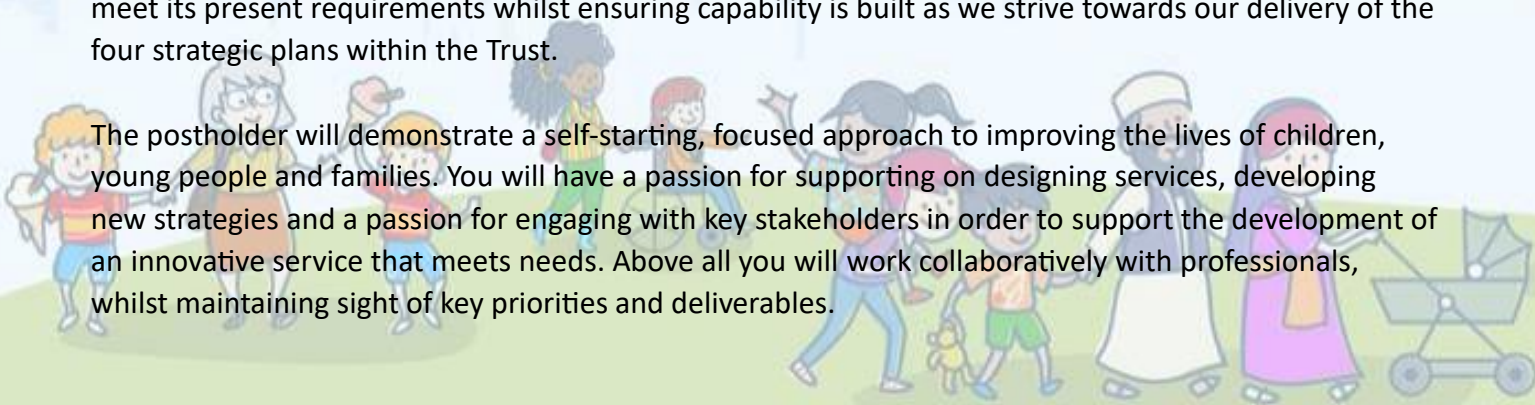
Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

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

Job Overview

As the Project Support Officer, you will play a role in supporting the shaping of 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 the Project Managers and service leads within the Trust and partners across the system in supporting them 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 supporting on designing services, developing new strategies and a passion for engaging with key stakeholders in order to support the development of an innovative service that meets needs. Above all you will work collaboratively with professionals, whilst maintaining sight of key priorities and deliverables.

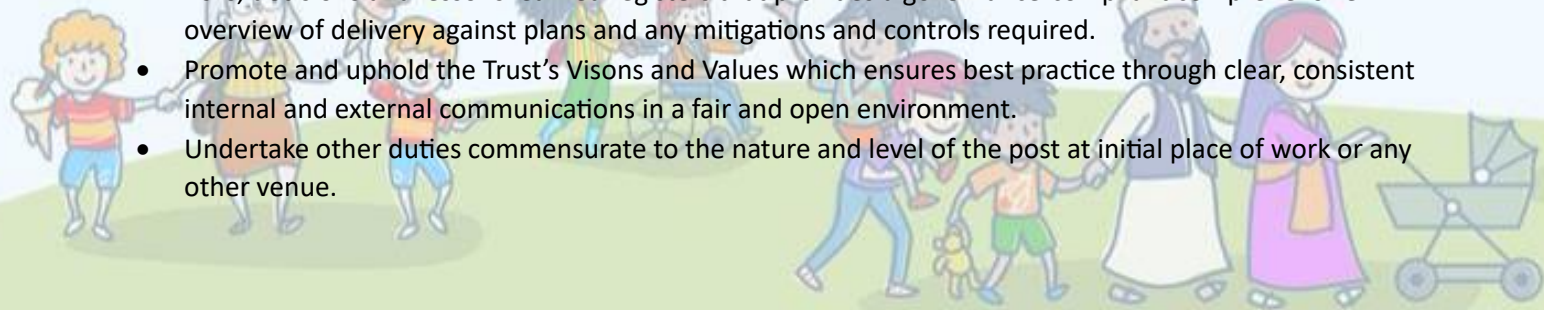


You will do this by:

- Supporting the Project Managers and service leads on projects and transformation activity across the Trust to improve outcomes for children, young people and families.
- Supporting the development, planning, mobilisation, monitoring and controls of projects, proactively mitigating risks, tracking and reporting on progress and impact, communications and identifying and recording lessons learnt using project management knowledge to collaborate and support Trust colleagues.
- Having experience, knowledge and excellent skills either in supporting transformation, projects, social care practice improvement, change management, performance management, or quality assurance.

Main Duties and Responsibilities

- Actively support the Service Manager, Team Manager and Project Managers in the delivery of agreed programmes / projects, workstreams and focused areas of work relating to the Trusts transformation and change agenda to deliver effective services against changing demands and external challenge which mitigates the risks and delivers business benefits and sustains improvement, including readiness for inspection and audits from various governing bodies.
- Deputise in the absence of the Project Manager.
- Assist with scoping out of programme / project including specifications, estimations, costs plan and other relevant project management techniques to support the development of deliverable plans, considering all stakeholders, within the programme / project, workstreams or focused areas of work including resource requirements, benefits, quality and risk management.
- Support the development of programmes / projects documentation including business cases and bids to deliver effective services against changing demands and external challenge through efficiencies and service improvement.
- Collate and analyse information to draft reports that highlight evidence of progress, transformation / improvement and impact for various audiences and platforms including senior leaders and partners.
- Research, horizon scan and share and transfer best practice to improve service / business delivery and ensure all possible lessons learned, knowledge and opportunities are exploited.
- Support stakeholder management including liaising with staff and managers within all areas of the Trust and numerous diverse partners throughout the district.
- Co-ordinate the work of individuals, both internally within the Trust and Partners across the system, assigned to programmes / projects, workstreams and focused areas of work.
- Solve problems in a measured and creative way, assessing tasks and 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.
- Support with the development of protocols, strategies and other documentation to support the delivery of practice improvement and service / business delivery.
- Facilitate and co-ordinate inspection and audit activities including preparation, co-ordination and implementation of requirements to support and ensure inspection ready.
- Input to the development of, and support the maintenance of, centralised project tools, such as actions, risks, decisions and lessons learned registers that provides a governance-compliant comprehensive overview of delivery against plans and any mitigations and controls required.
- Promote and uphold the Trust's Visions 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.



About You

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

Education

- Qualified to NVQ / Diploma level 4 in Project Management or project management qualification e.g. PRINCE 2. and / or proven experience in end-to-end project, or discreet complex work package, delivery.

Experience

- Understanding of project management frameworks and methodologies.
- Knowledge of children's services practice and/or transformation within other public sector settings.
- Supporting projects through scoping, planning, process testing, change implementation, implementation, reviewing and benefits realisation – initiation to completion.
- Strong team player who can work both independently and collaboratively and is able to work operationally to progress competing and changing demands and priorities.
- Excellent communication, interpersonal, and stakeholder management skills and actively involves and works with others in the scoping and planning process.
- Support in the identification of risks and establishing appropriate strategies to mitigate against them.
- Use of specialist ICT systems, including project management systems.
- Analytical skills, enabling data and evidence-based solutions to be identified and implemented e.g. finance, risk, value for money, productivity and quantitative data.
- Uses, interprets, analyses, communicates complex numerical information to draft reports and papers for various audiences.
- Support in project documentation development, collaboration and management ensuring all relevant documentation is in place and up to date.
- Significant experience in a similar role within the public sector or similar organisation.

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.

