

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Project Manager – Start for Life
<b>Grade</b>	8
<b>Service</b>	Childrens Services
<b>Reports to</b>	
<b>Location</b>	Coventry - Citywide
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

Work as part of a multiagency forum and leadership team to ensure that the Family Hub Offer delivers the National programme, specifically the mandated requirements of service delivery to families with children aged 0-2 years.

Drive change and continual improvement of early years services to children and their families in Coventry by developing, implementing and evaluation of the Strat for Life offer, as part of the Family Hub development Programme ensuring the achievement of performance objectives.

Support providing the vision, direction and leadership for the expansion and Family Hub Offer Programme and the wider organisation to promote a culture where the babies, young children and their families are at the heart of everything it does.

Undertake management of delivering service improvement, management of end-to-end projects including reporting regular on programme delivery returns, financial spend, and management information including key performance measures.

## Main Duties & Key Accountabilities

### Core Knowledge

- Support the Family Hub Programme Development Manager to integrate and sustain change with a clear focus on people whilst determining appropriate measures of performance, both quantitative and qualitative, reflecting Programme progress, delivery of infrastructure, channel shift and customer experience.
- Support in the development and delivery of the Family Hub Offer delivery plan, set clearly defined objectives, targets to ensure delivery of the minimum expectations and negotiation of the “go further” expectation with the National Programme (DHSC & DfE)
- Lead on the establishment of Parent and Carer panels using a range of engagement methods including physical forums, digital and thorough outreach opportunities to enable a wide representative group of parents to co-design and participate.
- Collaborate with Commissioners to commission services which facilitate a skilled workforce across multiagency partners to integrate working practices to provide universal and targeted support to families with babies and young children, and beyond.
- Join up local partners in the early years and family support systems, including those in the statutory and voluntary and community sector to plan and deliver services to families with children aged 0-2 years and champions place based working.
- Champion and foster strong leadership and commitment across partners to prioritise early years and to deliver as part of the Best start for Life offer in Coventry through the Family Hub Offer (physical, outreach and virtual) including the mandated service offer.
- Support senior officers to enable the financial targets within individual projects and overall programme to be met.

- Establish and publish the LA's Best Start in Life Offer, in collaboration with partners including Public Health, Early Years and Family Health and Lifestyle service, and other partners
- To organise research, benchmarking, process mapping as required to develop understanding of the service baseline and financial performance and costs.
- Support the development of the virtual / digital offer to families
- Support continuous improvement through the review of project/ programme structure, resourcing, managing the people side of risks, funding, and dependencies.
- Drive service improvements to progress the Family Hub Best Start in Life offer to families and to derive maximum value, and report on progress achieved internally, regionally and nationally as required.
- To lead, motivate and manage project team staff to ensure the efficient and effective delivery of the project to achieve service improvement and cost reduction within timescales.
- Deputise for the Programme Manager as required
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### **Smoke Free**

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### **Training**

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### **Staff managed by postholder:**

Project and Partnerships  
Officer

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Excellent working knowledge of change and project management	
Thorough understanding of how to lead and motivate staff across a multiagency partnership environment	
Excellent working knowledge of change, project and programme management methodologies including benefits realisation and reporting and governance	
A good understanding of local government, the services it provides, the decision-making processes and relationships with national government	
Knowledge of equal opportunities and diversity	
<b>Skills and Abilities</b>	
Ability to build and maintain critical working relationships to ensure that an organisation adopts change with the aim of ensure multiagency commitment to the change and to learn new behaviours and sustain them	
Excellent negotiating, mentoring and coaching skills and strong influencing skills	
Self-manage, to enable workload organisation, prioritisation and implementation, with minimum supervision	
Able to matrix manage teams and individuals, manage stakeholders and tasks.	
Able to manage financial and overall performance of projects	
Able to manage changing requirements including managing multiple deadlines and conflicting demands in projects	
Excellent communication skills, including report writing and ability to communicate complex information simply	
Ability to challenge assumptions	
Excellent analytical and decision-making skills which draw valid conclusions and inform performance	
Ability to be creative and commercial and contribute towards the strategic planning of the Section	
To lead on best practice in the field of early years and family support	
<b>Experience</b>	
Experience of successful change/project management	
Proven experience of managing resources (including budgetary control) and managing the delivery of high performance through people	



Working with stakeholders, partners and/or elected members
A track record of developing & implementing continuous improvement in service delivery
Work across professional boundaries and supporting the integration of working practices
<b>Qualifications</b>
Higher or relevant further educational qualifications or relevant experience and evidence of continual personal development
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>	December 2022	<b>Date Reviewed</b>	December 2022
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