



Coventry City Council

Job Description

Job Title:	WMTP – Partnership Programme Manager	Job Number:	
Service:	Children's Services	Grade:	9
Location:	Broadgate House, Coventry		

Job Purpose:

1. To lead and support the programme team to ensure the Teaching Partnership accomplishes its vision and objectives.
2. To provide vision, direction and leadership across the partnership to drive change and support continual improvement to pre and post-qualifying social work education.
3. To build and maintain relationships with key stakeholders to facilitate effective partnership working whilst ensuring external developments are reflected within the partnership.
4. To undertake the management of the programme team, overseeing project delivery whilst providing coaching and guidance which support the delivery of key activities.

Main Duties and Responsibilities:

- To develop and maintain strong working relationships, supporting collaborative working between all partners of the West Midlands Teaching Partnership.
- To develop and lead on a detailed project plan for meeting the defined outcomes of the partnership in negotiation with the partners and sponsors.
- Anticipate and resolve risks and issues that could affect the progress of the partnership in meeting its objectives.
- To work openly with representatives of the Department for Education (DfE) and Department of Health and Social Care (DHHSC) throughout the duration of the grant agreement and cooperate fully with any site visits made.
- To regularly report to the Strategic Board and Principal Social Worker on an agreed basis regarding the progress, risks and issues of the partnership

- To provide support to the Strategic Group and subcommittees of the West Midlands Teaching Partnership, by providing clear reports, and ensuring the preparation of agendas, minutes, and other relevant documents to the highest possible standards within agreed deadlines.
- To plan and manage the budget of the West Midlands Teaching Partnership ensuring that all financial activity is undertaken within relevant procedures, payment is made promptly and recorded accurately and appropriately.
- To provide written progress reports, of both qualitative and quantitative data, showing progress against the West Midlands Teaching Partnership's implementation plan, finance plan and risk management to the DfE and DoH as required.
- To represent the West Midlands Teaching Partnership with local and national partners, for example DfE, DHSC, Association of Directors of Children's Services, Association of Directors of Adult Social Services, and Social Work England.
- To work openly with any commissioned independent evaluators and/or Government-appointed contractors, sharing information and data (where available and appropriate) with them and with DfE.
- To provide effective leadership and line management to programme team of the West Midlands Teaching Partnership.
- To lead on supporting the sustainability of the partnership by working with partner organisations, completing any relevant plans and submitting relevant bids for additional funding.
- To work collaboratively with other teaching partnerships, where areas of joint development are identified.
- Acquire and maintain a good working knowledge of the issues around social work education both within the West Midlands and nationally.
- To undertake any other duties as may be deemed to be commensurate with the post

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for: x3 Practice Development Leads & 1 Programme Support Officer

Responsible to: Partnership Chair & Principal Social Worker, Coventry City Council Children's Services

Date Reviewed: March 2020

Updated: March 2020



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Person Specification

Job Title:	WMTP – Partnership Programme Manager	Job Number:	
Service:	Children's Services	Grade:	9
Location:	Broadgate House, Coventry		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Excellent working knowledge of programme and project management methodologies.
	<ul style="list-style-type: none">• Detailed understanding of the current context for social work education and continuing professional development.
	<ul style="list-style-type: none">• Knowledge of national and regional social work education issues.
	<ul style="list-style-type: none">• Thorough understanding of how to lead and motivate individuals whilst dealing with change.

Skills and Abilities:	<ul style="list-style-type: none">• Ability to build and maintain effective working relationships with a variety of internal and external stakeholders.
	<ul style="list-style-type: none">• Accomplished leadership and management skills with proven ability to coach and mentor a team.
	<ul style="list-style-type: none">• Outstanding communication skills, including report writing and the ability to communicate complex information simply.
	<ul style="list-style-type: none">• Ability to work across organisational boundaries to achieve objectives whilst facilitating partnership working with key stakeholders.
	<ul style="list-style-type: none">• Able to line manage teams and individuals remotely whilst ensuring the timely achievement key tasks.
	<ul style="list-style-type: none">• Able to manage financial and overall performance of programmes and projects.
	<ul style="list-style-type: none">• Ability to work flexible to prioritise workload/manage competing deadlines effectively for self and team.
	<ul style="list-style-type: none">• Creative and analytical skills to solve complex problems and issues.
	<ul style="list-style-type: none">• Excellent IT Skills – Word, Excel and PowerPoint
	<ul style="list-style-type: none">• Ability to respond to the needs of individuals in a positive and supportive style.
	<ul style="list-style-type: none">• Capable of independent travel to meet the requirements of the post

Experience:	<ul style="list-style-type: none"> • Experience of leading a programme and/or project in Children or Adult Services.
	<ul style="list-style-type: none"> • Experience of working with multiple partners, whilst managing competing priorities to achieve a stated aim.
	<ul style="list-style-type: none"> • Coordinating and administering multiple, simultaneous activities/ projects on time and within budget
	<ul style="list-style-type: none"> • Experience of working independently and using own initiative to deliver project Outcomes.
	<ul style="list-style-type: none"> • Experience of managing staff, including remote teams.

Educational:	<ul style="list-style-type: none"> • Recognised Programme, Project or Change Management Qualification.
	<ul style="list-style-type: none"> • Degree qualification in a related field to the requirements of the role.

Special Requirements:	
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Date Reviewed: March 2020

Updated: March 2020