

Kent County Council

Job Description: Public Health Service Transformation Project Manager

Directorate: Adult Social Care and Health

Unit/Section: Public Health

Grade: KR11

Purpose of Job:

The post holder will lead the project management of the public health transformation programme working closely with the Director of Public Health and Assistant Director of Integrated Commissioning.

The programme relates to all public health services and aims to

- Improve services for local communities
- Maximise investment and impact
- Ensure services are safe effective and aligned to best practice
- A fit for the future.

They will be accountable putting in place a strict project management approach methodology and work across organisational boundaries to ensure internal colleagues and external partners take forward work in required timeframes. They will need to ensure effective communication, escalation or risk and have a hands-on approach to ensure delivery of this vital programme.

Main duties and responsibilities:

1. Support senior leads to plan and deliver the public health service transformation programme ensuring delivery of key outputs in line with required timeframes and escalation of risk as required.
2. Put in place a strict project management approach and essential project documentation such as project plan, risk register, communications plan. Develop, maintain and analyse monitoring and audit information for all stages of the project in order to ensure that all relevant standards are met.
3. Plan, facilitate and attend key meetings including service transformation review group, delivery group and subgroups meeting in association with chair. Develop

and regularly review core documentation including terms of reference and decision log to provide accountability, effective governance and assurance of the programme.

4. Plan and facilitate workshops with internal and external partners and ensuring outputs are shared in a timely manner and reflect accurate summary of discussions.
5. Support colleagues to complete all relevant aspects of the project within agreed timescales
6. Write and contribute to key documents for external or internal stakeholders. This may include key decision papers, review documents, business cases etc.
7. Support analysis and collation of information, liaising with other teams and experts as required.
8. Coordinate and lead delivery of consultation and engagement processes if required.
9. Support informal and formal governance processes, working closely with the ADIH and DPH and prepare briefing updates and project reports as required.
10. Work across organisational boundaries and at all levels to ensure effective communication of the programme of work including delivery of communications plan.
11. Delegate and manage work with administrative support, who will be key in ensuring coordination of the programme.
12. Promote the project within KCC and across partnership agencies at a strategic level to ensure full user and stakeholder participation in the development of appropriate initiatives.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Public Health Service Transformation Project Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
Qualifications	<ul style="list-style-type: none">• Recognised Project Management qualification or willingness to work toward further relevant qualifications.• Educated to degree level or equivalent
Experience	<ul style="list-style-type: none">• Substantial project management experience within a relevant field• Experience of leading programmes/projects• Experience of partnership and collaborative working• Experience of multi-agency working• Previous experience of presenting reports and participating in meetings with Senior Officers
Skills and abilities	<ul style="list-style-type: none">• Ability to effectively plan and implement projects, working at pace and achieve tight deadlines• Proven analytical skills and the ability to understand financial information• Excellent organisational and co-ordination skills• Tact and diplomacy• Excellent communication and presentation skills - written and verbal• Ability to facilitate workshops and multi-agency discussions to enable positive outcomes/ outputs• Ability to develop and build relationships across professionals and organisational boundaries and working at all levels collaboratively• Ability to be responsive, flexible and adaptable
Public Health Service Transformation Project Manager	<ul style="list-style-type: none">• Demonstrable understanding of project management methodologies and up-to-date knowledge on relevant best practice•• Good understanding of the role of public health and related services• Working knowledge of local authority services

Kent Values and Cultural Attributes

Kent Values:

- We are brave. We do the right thing, we accept and offer challenge
- We are curious to innovate and improve
- We are compassionate, understanding and respectful to all
- We are strong together by sharing knowledge
- We are all responsible for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making