

## Kent County Council

### Job Description: *Learning Disability and Autism Programme Project Manager*

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Strategic Commissioning Team</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Learning Disability and Autism Project Lead</b>

#### **Purpose of the Job:**

To lead on the project management of key programmes of work and associated workstreams within the Learning Disability and Autism (LD&A) programme focused on improving health and social outcomes for neurodivergent people (including those with learning disability and/or autism) in Kent & Medway.

Work alongside colleagues from the LDA Delivery Partnership to drive and implement service change and transformation for neurodiverse people across Kent & Medway

#### **Main duties and responsibilities:**

- Support teams to ensure that the portfolio of tasks/projects is planned, managed and delivered effectively
- Support and inform the targeting of resources, monitoring, implementation and evaluation of the tasks/projects by providing high quality support including complex information and analysis, communications and stakeholder management
- Ensure accurate and open communication and co-ordination with a range of organisations and individuals, researching and drafting correspondence and papers and ensuring the management of specific tasks, lead reporting and analysis across a range of specialties, functions and projects
- Be a key member of the team as well as supporting effective communication and stakeholder management, both internally and externally.
- Undertake complex and detailed information analysis of specific projects/reports requiring high levels of concentration
- Update, maintain, organise, gather and analyse information to predict/meet future organisational and team needs by identifying best professional practice.
- Monitor and tracking risks and issues tracking mechanism and its proactive resolution and escalation processes
- Contribute to the information management of performance, taking a lead for specific Projects
- Provide coordination of and participate in relevant meetings, reporting attendance and providing information advice and support where requested
- Ensure that data collected is analysed, reported by the team as appropriate and monitor the processing of data and information

#### **Communication**

- Provides relevant and timely specialist advice and guidance on functional and information matters.
- Work with members of the team and key stakeholder to investigate the causes of any variance from plan/delivery targets and contribute to the implementation of solutions
- Support the development of internal and external communications where required by regular contact with the teams, stakeholders and Communications team
- Responsible for preparation of correspondence and complex papers, as directed by Manager

### **Financial and Physical Resources**

- Deliver against organisational objectives, achieving quality outcomes, prioritising own workload and working to tight deadlines.
- Support and inform teams on the targeting of resources, monitoring, implementing, evaluating and delivery of plans by providing sophisticated, high quality information and analysis
- Continually strive for delivering project/function outcomes, value for money and greater efficiency
- Contribute to the financial delivery of the service ensuring it is cost effective and delivered on time
- Contribute to commissioning of goods and services, as required

### **Staff Management**

- Provide specialist training, advice and support on own role/responsibilities where necessary
- Support training and induction of new staff
- Supervises team as required.
- Participate in the recruitment process of support staff.

### **Information Management**

- Operate within and provide enhancements to current management information, reporting to enhance decision making processes.
- Updating, maintaining, organise, gather and analyse information to predict/meet future organisational and team needs by identifying best professional practice
- Lead on development, implementation, monitoring and evaluation of new information systems/databases as required
- Carry out timely and accurate information analysis and reporting on agreed areas of portfolio
- Responsible for the development and maintenance of databases required for regular reports

### **Research and Development**

- Actively supports and contributes to the development of key performance indicators for the successful assessment of performance
- Test and review new concepts, models, methods, practices, products and equipmentContributes to ensuring there are processes in place for spreading and sharing learning and outcomes.

## **Planning and Organisation**

- Contribute to the strategic planning making adjustments as necessary.
- Support implementation of strategic modernisation/service improvement, public health, workforce or commissioning strategies and any associated action plans, in accordance with the agreed priorities of the team
- Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes
- Contribute to the formulation of plans of up to three year and strategic direction within the team on issues, taking a lead for specific workstreams.
- Deliver against objectives, achieving quality outcomes, prioritising own workload and working to tight deadlines.

## **Policy and Service Development**

- Proposes changes to own project/function, informing policy and making recommendations for other projects delivery
- Contribute to the review and development of existing information management systems and contribute to the development of an integrated approach to project management
- To facilitate flexible working, although this is the postholder's primary role, s/he may be required to undertake work in another role or team, commensurate with the grade of this post, in order to utilize the postholder's experience and skills and maximize the efficiency of the organisation.

## **Key Relationships**

- Required to maintain constructive relationships with a broad range of internal and external stakeholders.
- Participate in relevant internal and external working groups/projects, services, and initiatives which may be highly complex, sensitive, political, and contain contentious information with the aim of providing information and analytical advice to the teams.
- Work with members of the team to develop and implement project data collection systems that will provide accurate and timely data
- Communicate information, risks, issues and dependencies, including briefings and reports to Project teams, sponsors and a range of internal and external staff.

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

## Kent County Council

### Person Specification: *Learning Disability and Autism Programme Project Manager*

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Degree level qualification  Management Qualification, e.g. Diploma in Management Level 4 or equivalent  Evidence of continuous professional development  Management or supervisory qualification / programme of study desirable, e.g. holding or working towards the Kent Manager qualification
<b>EXPERIENCE</b>	Experience of working within a partnership and/or multi-agency setting.  Experience of working in a politically sensitive setting.  Project management and evaluation experience is essential  Experience of commissioning and / or procurement is desirable
<b>SKILLS AND ABILITIES</b>	Strong influencing and negotiation skills in complex customer and supplier environments  Excellent business acumen skills in commercial policy, delivery and operations.  Enhanced professional judgement and decision-making skills.  Ability to lead and develop effective working relationships at all levels internally and with key colleagues from other agencies.  Change management skills.  Good organisational skills including oversight and prioritising of projects.  Solution focussed skills.  Excellent communication skills – both verbal and written to

	enable efficient communication on a wide range of issues to a diverse audience across the county and partnership arrangements
<b>KNOWLEDGE</b>	<p>Excellent knowledge and understanding of relevant legislative and policy frameworks and impact on service, across the adult social care and health agenda</p> <p>Detailed knowledge of recent research and national initiatives impacting on adult social care and health services in particular relating to learning disabilities and/or autism</p> <p>Awareness of Data Protection, GDPR and confidentiality issues.</p> <p>Knowledge of HR and OD practices to recruit, motivate and develop staff to achieve a high standard of service.</p>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>