

## Kent County Council

Job Description: Project Manager: Substance Misuse Co-Occurring Conditions

**Directorate:** Strategic and Corporate Services / Strategic Commissioning

**Unit/Section:** Public Health

**Grade:** KR11

**Responsible to:** Consultant in Public Health, Substance Misuse and Mental Health.

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

To Manage and deliver a key number of complex projects that focus on the joint needs of people with substance misuse and mental illness. The purpose of the job is to ensure that KCC directorates, mental health services and other local agencies are working together to share care plans and coordinate care and recovery for vulnerable adults known to Kent's substance misuse services. They will co-ordinate and manage a multiagency process to ensure that vulnerable adults (substance misuse and mental illness) are appropriately case managed in their treatment and recovery. They will use sound project management standards, keep accurate procedures for information sharing and record keeping. They will work to deadlines in accordance with Public health directorate policies and procedures. The purpose of the job is also to establish partnerships and networks across Kent based on common purpose to improve the health inequalities of vulnerable substance misusers with mental illness and so prevent drug and alcohol related deaths.

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

- Manage a range of complex projects relating to co occurring substance misuse and mental illness, developing a comprehensive project plan and communication plan for each project in order to ensure that all actions, accountabilities, budgets and timescales are defined in liaison with key stakeholders and business streams, and regular status reports produced to inform senior management at all stages.
- Establish Project Board Members and working parties involving the major stakeholders, staff, relevant professionals and other agencies and secure adequate resources for the development and implementation of the project to ensure that professional input is provided from an operational and functional perspective throughout the project cycle.
- Develop the supporting processes including managing referrals and chairing meetings, writing plans which underpin the development of the project across the Directorate, including the development of systems and procedures and issues such as the treatment and recovery of vulnerable adults, hold partners to account and celebrate success to ensure that the project can be implemented efficiently and effectively within the agreed timeframe.

- Oversee that the right provision of professional support agencies, such as HR, Finance, IS and Property and others required are in order to ensure that the key players are fully informed to enable them to provide a high quality service for people with co-occurring conditions.
- Contribute to the writing of bids, output specifications and Business Plans, to ensure that the project is managed in a cost-effective manner, in line with Directorate objectives and linking in with other KCC teams and services.
- Assess the impact of current projects, identifying resulting additional issues, risks and areas for development as they arise, and recommending appropriate action and proposals for change, in order to maximise the long-term effectiveness of individual projects to the organisation.
- Provide specialist project advice and support, as well as operational direction where necessary to Directorate projects at District, Area and HQ level, and across partner organisations, reporting to Senior Managers on a regular basis, to ensure that they are fully informed of the status of the project at each stage.
- Monitor project progress and lead the resolution of project issues, including any changes which will impact on the project, in order to ensure that the project plan will deliver results within the specified budget and timescales and to the specified standards.
- Liaise with senior colleagues within KCC and external partner agencies in order to ensure that the aims and objectives of the project are in accordance with the Directorate's strategic framework.

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.

## Kent County Council

### Person Specification: Project Manager: Substance Misuse Co-Occurring Conditions

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
<b>QUALIFICATIONS</b>	<p>Educated to degree level or NVQ 5, Diploma in Management 5, clinical qualification in substance misuse and/or mental health or equivalent</p> <p>Prince 2 – Foundation * or similar project management experience.</p> <p>Commitment to achieve Prince 2 Practitioner *</p>
<b>EXPERIENCE</b>	<p>Good demonstration of advocacy and support of vulnerable adults with substance misuse and mental illness.</p> <p>Lived experience of mental illness and/or substance misuse</p> <p>Established experience in managing projects</p> <p>Established experience of working within the local government sector and health and social care sector</p> <p>Proven record of working with multi-agency organisations</p> <p>Proven record of achievement relating to developing effective communication at all stages of the project</p> <p>Established experience of managing and monitoring budgets with an awareness of appropriate Financial Regulations</p> <p>Experience of managing or supervising staff</p> <p>Experience and understanding of the main issues and internal policies, as well as services provided by the Directorate, along with changing agendas</p>

<b>SKILLS AND ABILITIES</b>	<p>Excellent project management skills from conception to delivery, paying attention to detail in every aspect of the task</p> <p>Ability to manage, advocate motivate and co-ordinate the work of a project team and staff at all levels, including building effective relationships</p> <p>Ability to manage and monitor significant budget and resources</p> <p>Excellent interpersonal and communication skills, including networking, advocacy and negotiating written skills , empathy and understanding of the client group.</p> <p>Effective report-writing and presentation skills</p> <p>Ability to liaise effectively with external agencies for the negotiation of a contract and development of specific proposals balanced with operational needs</p> <p>Ability to be innovative and able to influence and inspire cultural change</p> <p>An organised, systematic and analytical approach is necessary and the ability to accommodate a wide and complex range of issues</p> <p>Ability to manage and monitor significant budget and resources</p> <p>Resilience and optimism for coping with difficult systems, people and situations.</p>
<b>KNOWLEDGE</b>	<p>Sound knowledge of policy and procedure and changing agendas within KCC, including roles of teams, officers and members, partnership agencies and the political arena particularly those related to substance misuse, mental illness and public health.</p> <p>Sound knowledge of the relevant legislative frameworks</p> <p>Political awareness, diplomacy and sensitivity</p> <p>Knowledge of local government</p> <p>Knowledge of methods and techniques to support involvement of partnership agencies</p>

<p><b>VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Open</b></p> <p><b>Invite Contribution and Challenge</b></p> <p><b>Accountable</b></p> <p>These are the values that we demonstrate ourselves, see around us and collectively and individually strive for:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul> <p>These cultural attributes are aspirational – they do not describe our current culture and we will need to be intentional about how we develop our culture over time:</p> <ul style="list-style-type: none"> <li>• Compassionate &amp; inclusive</li> <li>• Working together – building and delivering for the best interests of KCC</li> <li>• Externally focused – residents, families and communities at the heart of decision making</li> <li>• Flexible/agile – willing to take (calculated) risks</li> <li>• Empowering – our people take accountability for their decisions and actions</li> <li>• Curious – constantly learning and evolving</li> </ul>
--	---