

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
Job Title	Voluntary Sector Integration Project Manager		
Service	Health and Wellbeing	Integration Team	
Location	Shute End		
Reports to	Head of Health and Social Care		
Grade:	Type of position:	Hours per Week:	
9	Full Time	37	

This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

Service Purpose

To work within the Health and Social Care Integration Team, undertaking direct work with Stakeholders (internal to the Council and across the Health and Social Care System) to support the integration of services. We support the Wokingham Wellbeing Board.

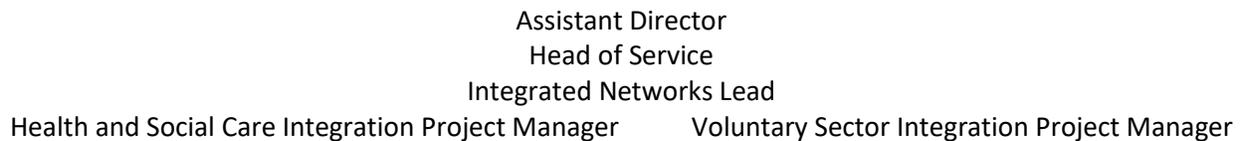
The main aim of the service is to create, maintain and deliver a partnership that enables our wellbeing and integration agenda to be delivered. Our integration agenda broadly looks to support individuals to live safely in the community, maximising individual's abilities to care for themselves, reduce the number of care home placements and supporting carers to continue in their caring role as long as they are able to.

To do this we use programme and project management techniques. As we work closely with our community nursing provider, our Clinical Commissioning Group, the Voluntary Sector, Our Primary Care Networks and Council Colleagues, one of our services key purposes is to service the partnership.

General Description of the job

1. To work as part of the Health and Social Care Integration Team, providing project management, business analysis and change management support across the Wokingham Integrated Partnership, especially support to the voluntary sector.
2. To plan, implement and deliver major, complex and voluntary sector transformation projects to time, cost and quality enabling the required benefits to be realised.
3. To run projects in accord with approved project management methodologies
4. To be part of and contribute to the operation of the Integration Programme Office function, operating within Corporate project and programme management processes and requirements.

Organisation Chart



Main Accountabilities of the post

1.	To act as Project Manager for significant Voluntary Sector projects prioritised and delivered within the context of the Wellbeing Board and Wokingham Integrated Partnership's overall change and improvement programmes.
2.	<p>In respect of individual projects:</p> <ol style="list-style-type: none"> a. To produce and maintain project documents as necessary, b. To follow specific programme management, project and other guidance as may be defined from time to time. c. To define resource requirements. d. To administer and manage the project process and service project meetings. e. To consult on, agree, and produce project plans and timescales. f. To identify key outputs and milestones for decision/delivery. g. To report to the Project Sponsor and Project Boards on the progress of individual projects. h. Adherence to WBC, Berkshire West Clinical Commissioning Group and supplier processes and recognition of lead times. i. Monitor and report project spend. j. Stakeholder Management k. To produce, monitor and ensure delivery against the communications plan. l. Record and track expected benefits from the project during the project lifetime. m. Manage Risks and Issues, reporting through project or programme governance as appropriate.
3.	Plan and carry out consultation with service users, staff and other stakeholders as may be required in

	individual projects.
4.	Carry out a quality assurance role during and after project delivery by: <ul style="list-style-type: none"> a. Capturing and communicating lessons learned b. Ensuring that relevant processes are followed both for the projects and within the business
5.	Work closely with the Wokingham Integrated Partnership and the associated senior management team to ensure the Voluntary Sector transformation agenda is delivered.
6.	To understand the Council and Clinical Commissioning Group's business processes for the projects within the role's remit and ensuring their alignment to business needs.
7.	To adhere to the Equal Opportunities and Diversity policies and procedures and Core Values in employment and service delivery
8.	To undertake all duties and responsibilities in accordance with the agreed Council policies and procedures
9.	The postholder will be responsible for the delivery of significant projects that have been assessed as having major financial, reputational, or transformational importance to the Wokingham Integrated Partnership
10.	The post holder will not have any staff supervision, but will have the responsibility for managing Senior Stakeholders, Managers & their staff from service areas working on projects including project support.
11.	This job description is not intended to be exhaustive and the post holder will be expected to adopt a flexible attitude to these duties focussing on the priorities and needs of the Wokingham Integrated Partnership.
Additional Corporate Responsibilities	
1.	High Support, High Challenge: To ensure that you bring forward your creative ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
2.	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
3.	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
4.	Special Factors: Able to work with degrees of risk, change and conflict and to identify personal stress levels and to seek advice/support when necessary, within or outside of formal supervision. Some availability to undertake work outside normal office hours. Able to travel independently according to the nature of the work required. Post-holders should be aware that all Wokingham Borough Council Offices are non-smoking.

<u>Scope</u>		
Resources	The post holder will be allocated a laptop and mobile phone for which they will be responsible for.	
DBS Check required	Yes - Enhanced	

Values Profile

One Team

- Demonstrates individual accountability and collective responsibility
- Always acts in the best interests of the Council and the communities the Council serves
- Takes a Council-wide and community view in decision making and activity
- Ensures that own service / team delivers the necessary support to achieve collective Council-wide priorities
- Actively engages with debate, discussion and decision making, demonstrating 'high challenge, high support' behaviour
- Demonstrates support and challenge to members, colleagues, and partners

Value & Pride

- Shows pride to work for the Council, to improve outcomes for the Borough and its residents
- Upholds the principles of continuous improvement, questions existing practice and looks for ways to improve service delivery
- Is focussed on outcomes rather than inputs
- Upholds our commissioning principles that make the quality, outcomes, and costs of service more important than who provides it
- Encourages others, and is encouraged, to take the initiative and innovate
- Understands we are a learning organisation, so that we all learn from mistakes as we seek to innovate to deliver better outcomes, but we aspire to never making the same mistake
- Embraces training and professional development as means of improving skills and knowledge and developing self

Trust & Respect

- Can describe the single, shared Vision for the organisation and how what we individually do contributes to realising that Vision
- Acts at all times with honesty and with integrity and works collaboratively
- Recognises and celebrates the impact of diversity on the organisation, its customers and its workforce
- Upholds the Council's Code of Conduct
- Shows respect for the sound professional advice of colleagues who have expertise, knowledge and experience: we maximise the value and impact of the expertise we share
- Develops and encourages effective and open communication with staff, Councillors, the community, and our customers, where respectful challenge is encouraged and helps us to learn and to improve
- Demonstrates respect and courtesy towards customers, colleagues, Councillors, and members of the community with any response and decisions centred on the issues at hand and not on individuals at a personal level
- Ensures decisions are clear, based on evidence, and Fair Process
- Recognises the valuable part that everyone in the organisation has to play in delivering the excellence to which we aspire.

Customer Service Excellence

- Demonstrates at all times clear focus on improving services and outcomes for customers and communities
- Expects high levels of customer satisfaction
- Involves and engages customers and communities in developing, shaping and feeding back on services: engagement is early and often
- Expects services to be responsive to customer and community need, and focuses our targeted services on those in greatest need
- Takes ownership of community issues and seeks to solve them
- Acts as an advocate for customers, communities and users of services when needed

Leadership & Management

- Actively assesses, manages, and reports risks
- Uses own knowledge, experience, and expertise to contribute to the training and development of the wider organisation
- Promotes & builds the Council's reputation as a first-class employer & service provider
- Proactively seeks feedback on own performance and how impacts on others

Finance & Value for Money

- Understands that Value for Money is delivering activities and programmes that are of most value to those the Council is ultimately accountable to
- Able to communicate clearly & confidently regarding results in relation to costs & the justification for a chosen option

Political Engagement

- Drives open and active communication with Members, as appropriate to role
- Values and supports the work of elected members, and makes self available to meet, discuss, problem-solve with members
- Maintains a relationship of trust and respect with members
- Engages proactively in communicating with members on key issues
- Supports and enhances the skill and knowledge of elected members in the stewardship of their portfolios

Personal & Professional Development

- Takes responsibility for own development and learning
- Understands the whole Council and how services work and are delivered to meet priorities
- Explores service delivery outside of the Borough to challenge and develop thinking and planning
- Accepts and uses coaching and mentoring when helpful
- Demonstrates awareness of own behaviours and their impact on others
- Offers own skills and expertise, beyond service specialism, to enhance the work of the wider organisation

Person Specification

Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat value requirements or corporate responsibilities.

Qualifications	Essential	Desirable
Qualification or training in the application of project/programme management methodologies.	E	
Educated to degree level or be able to demonstrate equivalent knowledge, skills, and aptitude.		D
Technical Skills.	Essential	Desirable
Ability to use standard Microsoft programs	E	
Ability to communicate well and work collaboratively with team members & Stakeholders (Especially the Voluntary Sector)	E	
Knowledge	Essential	Desirable
Knowledge of local government	E	
Knowledge of transformation/Integration of Health & Social Care agenda, especially the Voluntary Sector		D
Experience	Essential	Desirable
Proven ability in managing projects, other managers and staff to achieve agreed outputs, within budget, including benefit realisation, especially managing projects with the Voluntary Sector	E	
Ability to work on own initiative, to solve problems, and to take decisions to secure required results.	E	
Demonstrable ability to prioritise projects and activities including the ability to handle competing claims on time, and to keep calm in a crisis or difficult or challenging situations.	E	

Ability to give support, advice, and assistance to Stakeholders on project and programme management methodologies, especially experience in the voluntary sector		D
Ability to produce clear & concise documentation.	E	
Demonstrable ability to analyse and evaluate complex information from a range of sources in order to form judgements and make decisions using electronic means.	E	