# West Northants Job Description

Job Title: Drug and Alcohol Project Manager
POSCODE: NN1 1ED

Grade: M

## Overall purpose of the job

The national drug strategy "From Harm to Hope" is a 10-year plan to cut crime and save lives by reducing the supply and demand for drugs and delivering a high-quality treatment and recovery system. To support delivery of this strategy, local authorities have been given responsibilities but also additional grant funding.

The purpose of this role is to define, develop and deliver the drug and alcohol projects that are large scale and/or complex and/or have a high level of risk attached.  To be part of an in-house project management change capability, providing organisational learning, capability, resilience and Value for Money (VfM).  To deliver through the successful implementation of defined drug and alcohol projects, that contribute to deliveringthe Council's corporate outcomes and statutory duties.

Provide senior leadership and process redesign expertise.  Accountable for the planning, coordination, facilitation and monitoring drug and alcohol projects; and for developing capacity and capability to embed service improvement tools and techniques supporting the continuous modernisation and redesign of service across West Northants Council.

Taking responsibility for the day to day running and delivery of the projects, resulting in new ways of working and identified business benefits being realised.  Manage a team in applying highly developed specialist knowledge and experience of best practice service improvement tools and techniques; performance management; project planning and the development of training programmes; and the building of collaborative relationships in which to challenge, influence and empower managers and staff to enable them to produce more effective, innovative and high quality service delivery and partnerships

## Main accountabilities

| | Main accountabilities |
|---|---|
| 1. | Manage the drug and alcohol project teamworking across a range of drug and alcohol projects.  Allocating specialist resource to where needed across projects. Sourcing additional resource where project funding has been identified and approved |
| 2. | Ensuring performance reporting and tracking of benefits are reported and monitored along with risks, issues, assumptions and dependencies to national funders (including OHID and UKHSA) and internal leadership and management teams .   Advise Project Boards, resolving issues and recommend corrective action as appropriate so that projects are sustained and implemented, working within the agreed decision making process/project governance arrangements |
| 3. | Support the Drug and Alcohol Commissioning Manager and Public Health Consultant in the maintenance and review of the Project Management SORP, templates, governance and reporting frameworks |

| | |
|---|---|
| 4. | Coordinate, lead and take accountability for the delivery of project/work streams; apply proven project/programme management methodologies, tools and techniques to deliver rapid, demonstrable and sustainable improvements; plan and manage programme implementation activity and budgets; lead and motivate project teams providing practical consultancy support as needed to facilitate project delivery; monitor and adjust plans as required to ensure that projects meet agreed timescales and budgets and that project objectives are achieved |
| 5. | Actively engage with all internal and external stakeholders, developing and maintaining effective and strategic links; influence, challenge and empower managers and staff to change and improve their services |
| 6. | Evaluate highly complex, sensitive or contentious project information; use project monitoring and evaluation data to report on project progress to stakeholder representatives at all levels both within and outside the organisation, and to influence decisions on project direction |
| 7. | Prepare project documentation, using the funder's standard documentation templates, setting out the project objectives, plan, costs and performance measures to ensure that work is carried out in a timely and effective manner and to meet budgets and deadlines where applicable.  Where appropriate, prepare invitations to tender and manage the tender process through to successful completion |
| 8. | Build the skills and capability of service and management teams through the design and implementation of service improvement workshops, learning sets, master-classes and seminars. Develop and maintain training materials and knowledge archive as Council resource and deliver Council wide training |
| 9. | Develop and promote greater and wider understanding of the concepts, methodologies, skills and techniques involved in service improvement and organisational change; produce articles for newsletters, journals and web publications; produce data and documentation for briefings, workshops and presentations; review and produce best practice guides; represent the Council at internal and external service improvement forums |
| 10. | Work with stakeholders to identify potential conflict between the interests of different individuals, cross divisional staff groups or Council departments. Provide facilitation expertise to encourage multidisciplinary team collaborative working to overcome resistance to change and to reduce conflict |
| 12. | To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. |

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*
We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.  We require you to understand and demonstrate this commitment.

# Person Specification

## Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

| Qualifications Required | Essential/ Desirable |
|---|---|
| Graduate level or equivalent professional qualification or relevant proven experience. | E |
| Advanced knowledge of business process/business improvement/project management acquired through degree or equivalent management experience. | E |
| Post-graduate qualification or professional training in programme/project management e.g. Prince2, MSP, LEAN practitioner or equivalent, MBA, MSc in Change Management/Strategic Leadership or similar. | E |

Minimum levels of knowledge, skills and experience required for this job

| | Essential/ Desirable |
|---|---|
| **Knowledge** | |
| Business process mapping and analysis tools, e.g. Visio, Protos, Casewise, Popkin. | **Essential** |
| All round knowledge of capabilities of ICT to meet business needs. | **Essential** |
| Current best practice and evidenced based information that is applicable to the provision of quality services. | **Essential** |
| Knowledge of project/change management concepts and methodologies e.g LEAN (or equivalent), Theory of Constraints, PDSA and project development lifecycles. | **Essential** |
| Awareness of the National and Local Government agenda, current issues and challenges. | **Essential** |
| Learning and personal development and training. | |
| Working knowledge of the functional aspects of the Oracle ERP platform. | |
| **Skills** | |
| Ability to successfully manage significant changes in working practices. | **Essential** |
| Able to manage stakeholder relationships within complex projects and collaborate constructively with internal and external partners to create conditions for successful partnership working. Ability to manage and resolve conflict. | **Essential** |
| Ability to enable others to develop vision and translate that into realistic plans. | **Essential** |
| Strong group facilitation skills and excellent organisational and time management skills, ability to plan and deliver objectives within an agreed timeframe | **Essential** |
| Ability to build rapport and credibility with senior managers, members and Directors | **Essential** |
| Excellent written and verbal communication and presentation skills along with interpersonal skills to gain the respect of multi-professional teams, enthuse and motivate individuals and teams. | **Essential** |
| **Experience** | |
| Political sensitivity and a demonstrable ability to recognise, influence and manage the communications consequences of sensitive issues. | **Essential** |
| Experience of Management of staff | **Desirable** |
| Experience of budget management | **Essential** |