



# Role Profile

## SENIOR PROJECT MANAGER

|               |                                |       |            |
|---------------|--------------------------------|-------|------------|
| Reference No. | A4921                          | Type  | Individual |
| Service       | HSCP – Transformation & Change |       |            |
| Job Family    |                                | Grade | FC9        |

### Purpose

The Senior Project Manager will be part of the Transformation & Change Team which has been established to support Fife Health and Social Care to deliver its strategic objective through change and innovation.

To manage projects as part of the Transformation & Change Team and lead change in service development aligned with corporate objectives.

To ensure that projects are planned, controlled and that progress is made in line with agreed plans. To motivate and direct associated work within and out with the Transformation & Change Team.

To deliver the required project objectives and service changes to agreed standard and specification.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

The post holder is responsible for the day to day management and planning of their assigned projects. This responsibility includes ensuring that the project conforms to PRINCE2 methodology; the monitoring of achievement against plans, resource planning, scheduling; ensuring robust control and reporting mechanisms and

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**      **D**

Educated to degree level or equivalent experience

✓

PRINCE2 Practitioner qualification or equivalent

✓

Project Management experience

✓

## Role Profile

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:  | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility  | <b>E</b>   | <b>D</b> |
|--|--|--|----------|
| monitoring to assure adherence to the project plan and objectives across multiple departments. The post holder will proactively assess issues and risks, facilitate the recommended course of action or escalate to the Transformation and Change Senior Team. | Management qualification or equivalent experience at senior level  |  | ✓        |
| The post holder is responsible for ensuring the project is aligned with the strategic objectives of Fife Health and Social Care Partnership and NHS Fife.  | Excellent planning, organising and prioritising skills<br><br>Strong motivational, influencing and negotiating skills<br><br>Ability to interpret local and national strategic documents<br><br>Be able to analyse complex data and design data systems<br><br>Competent IT skills, particularly in the use of spreadsheets and databases<br><br>Ability to present and explain numerical data and project plans<br><br>Excellent oral and written skills<br><br>Leadership skills<br><br>Commitment to updating skills and life-long learning<br><br>Change Management skills<br><br>Excellent communication skills to convey concepts to technical and non-technical users | ✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓<br><br>✓ |          |

E = Essential Criteria    D = Desirable Criteria

## Role Profile

| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:   | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility   | <b>E</b>              | <b>D</b> |
|---|---|-----------------------|----------|
|   | Influencing and negotiation skills  | ✓                     |          |
| The post holder is responsible to provide direction, support and motivation to the wider Teams as required including advice on improvement and project methodology, project strategy, and contract clarification; across a wide multi-disciplinary team of operational managers and senior clinicians to assure achievement of project objectives that meets the project quality standards. | Knowledge and applied understanding of the context and challenges of leaders in the NHS<br>Experience in the delivery of complex projects<br>Experience of staff management<br>Experience of engaging and working effectively with colleagues of all disciplines across the NHS<br>Ability to identify and assess project risks and develop actions to mitigate them<br>Knowledge of service improvement tools and techniques<br>Experience of working at a middle management level in the NHS for at least 3 years | ✓<br>✓<br>✓<br>✓      | ✓<br>✓   |
| To manage project staff undertaking annual objective setting and performance appraisal in line with NHS Fife policy. To liaise with other senior managers, trainers and clinical coordinators to meet the training needs of all staff.  | Ability to meet deadlines, prioritise multiple strands of work and work under pressure<br>Diplomatic and able to engage with people in a positive way<br>Adaptable, flexible and innovative approach to work<br>Committed, driven and able to display tenacity to overcome challenges<br>Personal insight to strengths of self and team   | ✓<br>✓<br>✓<br>✓<br>✓ | ✓        |

# Role Profile

|  |   |          |          |
|--|---|----------|----------|
| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:  | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility | <b>E</b> | <b>D</b> |
| To communicate effectively with the Transformation and Change Team, Senior Team and stakeholder groups to ensure awareness of progress, issues and risks and develop and maintain a project communication plan for all stakeholders. |   |          |          |
| Undertaking all other duties as required for the role. Duties will be in line with the grade.  |   |          |          |

|  |   |          |          |
|--|---|----------|----------|
| <b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following: |   |          |          |
| <b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:            | <b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility | <b>E</b> | <b>D</b> |
|  |   |          |          |
|  |   |          |          |
|  |   |          |          |

|  |   |
|--|---|
| <b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>  |   |
| <b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement. |   |
| <b>Additional Information</b> – the following information is available:  | <b>Expected Behaviours</b>  |
| <ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>   | <p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p> |