

Project Manager (Early Learning and Childcare)

Reference No.	I229.01	Type	Generic
Service	Education and Children's Services		
Job Family	Professional 2	Grade	FC8

Purpose

To manage, develop and implement initially the project to deliver 1140 hours Early Years and Childcare and any subsequent large or important projects. Responsible for driving this project and any subsequent partnership projects across Fife. To contribute to the implementation of policy and practice standards ensuring compliance with regulatory bodies and relevant legislation.

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

Managing, initiating and developing initially a significant project to deliver the expansion in early learning and childcare but other subsequent partnership projects.

Providing focussed leadership in determining the framework to identify changes required and to manage agreed project(s) with the Service Managers, other Council Services, other agencies other partners as required.

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

E **D**

Educated to SCQF level 8 which includes HND or SVQ level 4 or equivalent

✓

Ability to provide a regular and effective service

✓

Strategic thinker with experience of translating strategy into deliverable plans. (Deliver results – See 'How We Work Matters' Framework)

✓

Experience of facilitating organisational, or significant change.

✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Developing proposals and mechanisms which enable complex planning to be achieved between stakeholders and developing working arrangements and reaching agreements, resolving conflicts as required.</p> <p>Setting up systems that will allow delivery of models within budget and to monitor quality and success.</p>	<p>Knowledge of developing creative and practical solutions</p> <p>Experience of effective collaborative working (Work together)</p> <p>Experience of meeting diverse objectives within defined timescale (Take ownership)</p> <p>Experience of budgets and costs</p> <p>Experience of monitoring performance measures</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Ensuring compliance with legal, regulatory and professional body requirements and submitting relevant reports to project Board for approval.</p>	<p>Knowledge and awareness of the application of relevant regulation, legislation and statutory requirements such as Health and Safety, Data Protection and report writing skills.</p>	<p>✓</p>	
<p>Working in partnership, engaging and convincing professional colleagues or others by promoting the value of project(s).</p>	<p>Effective communication skills/empathy (Focus on customers)</p> <p>Presentation skills/confident delivery style</p>	<p>✓</p> <p>✓</p>	
<p>Providing advice, guidance and support to achieve optimum outcomes within agreed targets and authorised budgets and deadlines, ensuring the timeous availability of financial information and application of appropriate audit, control measures.</p>	<p>Experience of initiating and manage continuous improvement</p> <p>Ability to engender trust and confidence</p> <p>Analytical skills</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Resolving complex issues or conflicts, developing mechanisms which enable complex planning to be achieved between interested parties and reporting back to the Project Board.</p>	<p>Knowledge of Management Information Systems</p>		<p>✓</p>

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Appropriate skills to access and deploy all corporate ITS processes and polices IT skills (Embrace technology and information)	✓ ✓	
Organising, maintaining and supporting the use of information technology systems/software, complying with corporate ITS processes for procurement of kit and systems.	Appropriate skills to access and deploy all corporate financial processes and policies. Appropriate skills to access and deploy all corporate HR processes and policies.	✓ ✓	
Establishing a system for assessing and procuring/purchasing any necessary project(s) e.g. partner providers' elements within relevant regulations and Best Value framework.	Political awareness and sensitivity		✓
Assessing employee resourcing requirements to meet the projects(s) delivery plan, complying with corporate HR policies.	Experience of interrogating data knowledge and understanding of drivers within Children and Young People Act	✓	
Being actively involved in any national developments affecting project(s), representing Fife as required.	Experience of collaborative working	✓	
Ensuring procurement of services as required to meet demand of need across Fife	Knowledge of commissioning and procurement requirements and standards		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:					
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is included in appendices:
<p>The following information is included in appendices:</p> <ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results