


<b>Profile Title:</b>	Project Manager-Wellbeing	 <b>BARNSLEY</b> Metropolitan Borough Council			
<b>Reports to:</b>	Programme Manager/Team Manager				
<b>Employee Management:</b>	Small Team	<b>Grade:</b>	10	<b>Profile Ref:</b>	84279

### Purpose of the Post

To assist in the management of programmes and lead on project management in relation to the care, welfare or wellbeing of people or economic regeneration aimed at improving the welfare and wellbeing of people, ensuring successful gathering and delivery of all requirements.

**Wellbeing profile** relates to roles where the main focuses of the projects are people/social care/health related projects.

Please refer to the job advert for new roles to understand the main context/team.

### Responsibilities

- Lead on project management, co-ordinating resources to ensure projects are delivered on time and within budget.
- Ensure that projects are effectively planned and managed within a formal programme and project management framework.
- Provide professional advice and guidance in relation to projects, with consideration for the complex requirements of people-related issues, ensuring that key milestones and information are communicated to internal and external stakeholders.
- Be responsible for monitoring risks and dealing with issues to ensure projects are delivered.
- Undertake performance management and complex data analysis and interpretation, promoting quality practice and service delivery, ensuring continuous improvement.
- Identify, evaluate and implement processes, technology and systems to enhance project and service delivery.
- Work allocation to a small team
- Prepare and deliver reports and presentations.
- To be responsible for the recruitment, training and management of a small team, including co-ordination of project teams not managed by the job holder.
- Be responsible for monitoring project budgets.
- Contribute to the development of service strategies, policies and plans, with careful consideration of the impact these have on the physical, mental, social, economic and environmental wellbeing of people.
- Proactively liaise, negotiate, influence and collaborate with internal and external stakeholders including managers, employees, councillors and partnership agencies as required to ensure the effective delivery of projects.
- Keep abreast of wider developments to enhance the service accordingly, to satisfy internal and

external demands.

- Comply with all health and safety regulations, legal requirements, statutory requirements, standing orders and financial regulations of the Council.
- Undertake any other duties commensurate with the role as requested by management.

<b>Education and Training</b>	<b>Measure</b>	<b>Rank</b>
• Level 6	A/C	E
• Relevant Programme/Project Management Training	A/C	E
• Relevant Programme/Project Management Qualification	A/C	D
<b>Relevant Experience</b>	<b>Measure</b>	<b>Rank</b>
• Significant experience of project management to ensure the successful delivery of projects.	A/I	E
• Experience of working on large complex change projects within a large organisation.	A/I	E
• Experience of acting as an advisor to managers at all levels of seniority, external agencies and other forums.	A/I	E
• Experience of continuous service improvement with strong enthusiasm for improving service delivery.	A/I	E
• Experience of promoting positive team working.	A/I	E
• Experience of policy and procedure formulation and implementation.	A/I	E
• Experience of budget management.	A/I	D
<b>General and Special Knowledge</b>	<b>Measure</b>	<b>Rank</b>
• Knowledge of local and national strategies, policies and legislation relevant to the area of work.	A/I	E
• Significant knowledge of all aspects of programme / project management including project planning, risk management, governance, value for money and benefits realisation.	A/I	E
• Knowledge of partnership working practices and principles.	A/I	E
• Knowledge and understanding of large scale services.	A/I	E
• Working knowledge of Microsoft applications.	A/I	E
• Knowledge of the pressures facing local government.	A/I	E
<b>Skills and Abilities</b>	<b>Measure</b>	<b>Rank</b>
• Ability to effectively manage resources (human, physical and financial) to meet defined targets and the priorities of the organisation.	A/I	E
• Excellent communication, interpersonal, facilitation and negotiation skills.	A/I	E
• Ability to work at senior levels within an organisation and partnership agreements, sometimes in areas of tension and conflict.	A/I	E
• Strong organisation and time management skills with the ability to work under pressure, adapting to changing workload demands and organisational challenges.	A/I	E
• Ability to motivate individuals to maximise their performance.	A/I	E
<b>Additional Requirements</b>	<b>Measure</b>	<b>Rank</b>
• Willing to work flexibly in accordance with policies and procedures to meet the	A/I	E

operational needs of the council.		
• Willing to undertake training and continuous professional development in connection with the post.	A/I	E
• Work in accordance with the council's values and behaviours.	I	E
• Able to undertake any travel in connection with the post.	A/I	E