

Role Profile & Specification

Title	PROJECT MANAGER
Reporting to	DIRECTOR OF FINANCE AND CORPORATE SERVICES
Job Purpose	<ul style="list-style-type: none"> ▪ To work on the delivery of implementing digital transformation across the charity which includes the introduction of digital care record management, ▪ To work on the delivery of other key projects within the organisation as agreed by the Director of Finance & Corporate Services/CEO ▪ To provide regular and timely updates in relation to projects to the Directorate ▪ Work with internal and external partners to support with the achievement of targets and the overall aims of the charity ▪ To work flexibly in relation to job activities with a view of successful completion of the project(s) ▪ To support in the review of Policies and Procedures as required

<p>Our Values Respect, Integrity, Learning and Reflection, Working Together, Quality</p>

Core Competencies – applicable to all roles	
<p>Communicates well (Respect, Integrity, Working Together, Quality)</p>	<ul style="list-style-type: none"> ▪ Listens to others ▪ Asks relevant & pertinent questions ▪ Communicates in a clear & concise way ▪ Effectively uses a range of communication tools & techniques ▪ Keeps accurate, objective & clear records
<p>Has a positive & practical approach to work (Integrity, Quality, Learning and Reflection)</p>	<ul style="list-style-type: none"> ▪ Tackles things in a direct & orderly manner ▪ Can be depended upon to get things right ▪ Able to prioritise tasks & manage workload ▪ Reliable under pressure ▪ Undertakes learning and development which is identified as mandatory for the role
<p>Works well with other people (Respect, Integrity, Working Together)</p>	<ul style="list-style-type: none"> ▪ Earns the respect of others ▪ Shows respect for the views & actions of others ▪ Builds & maintains mutually beneficial relationships ▪ Motivates self & others
<p>Able to respond to & solve problems (Integrity, Quality, Working Together, Learning & Reflection)</p>	<ul style="list-style-type: none"> ▪ Plans ahead ▪ Tackles issues voluntarily & positively ▪ Able to identify the cause & not just the symptoms of problems ▪ Able to anticipate problems & develop solutions in advance ▪ Solves problems in a calm, direct & organised manner ▪ Helps other people with problems
<p>Able to innovate & have new ideas (Integrity, Working Together, Quality, Learning & Reflection)</p>	<ul style="list-style-type: none"> ▪ Full of ideas which provide fresh insight & broader perspectives ▪ Responds positively to change ▪ Self- motivated ▪ Reflects on own practice to improve and develop ▪ Identifies opportunities to develop own skills and knowledge

Role specific competencies	
Project Management	<ul style="list-style-type: none"> ▪ Plans, organises and directs the successful completion of specific projects or pieces of work ▪ Able to act as the Project Lead ▪ Ensures the project is completed on time, in budget and within scope ▪ Creates and owns project plans, incorporating risk management, and monitors from implementation to review ▪ Manages the implementation of key tasks and has the ability to motivate others to complete in a timely and effective manner ▪ Co-ordinates effort across teams and acts as the point of contact for the project ▪ Devises solutions for problems and works with relevant stakeholders to resolve ▪ Produces regular project status reports and highlights areas of risk ▪ Works closely with the wider Avalon team to mobilise new contracts
Systems and Administration	<ul style="list-style-type: none"> ▪ Complies with written guidelines (i.e. policies & procedures) & acts accordingly ▪ Ensures all data is managed in accordance with confidentiality protocols and data protection legislation, taking action to report and address any misuse or breaches ▪ Effectively documents the project plan and evidences success ▪ Keeps accurate and up to date records both in manual files and on electronic systems ▪ Analysis of information from a range of sources to produce written and statistical reports on the project, issues and performance ▪ Knowledge of and ability to implement management systems to facilitate effective management across localities
Partnership Working	<ul style="list-style-type: none"> ▪ Acts as the project lead and works closely with the project sponsor ▪ Works closely & positively with internal teams, people we support, their advocates and other professionals and agencies ▪ Works with people we support and other interested parties to continually improve services offered ▪ Works with the wider Avalon teams to ensure new services are supported and viable ▪ Attends and actively participates in regional forums representing Avalon ▪ Works as part of the Senior Management Team, contributing to service improvement and business plans
Quality and Service Improvement	<ul style="list-style-type: none"> ▪ Able to undertake quality visits as directed in preparation for CQC inspections ▪ Ability to complete post-project audits ▪ Ability to give feedback on developments to improve operations within the locality ▪ Able to monitor performance against quality assurance systems ▪ Knowledge and understanding of CQC regulations, relevant social care legislation, standards and best practice and understand ▪ Able to review, develop and create policies and procedures needed to support the Group

General	<ul style="list-style-type: none">▪ Manages workloads effectively, with excellent time management skills to ensure deadlines are met▪ Works flexibly as agreed with your line manager▪ Confidence to lead and able to present to groups of people at all levels▪ Understands how to effectively manage change and supports teams through periods of transition▪ Facilitates meetings and records minutes▪ Attends all necessary mandatory training and any training or development requirements identified through support & supervision or PDR▪ Willing to travel and work from any Avalon location dictated by the needs of the role
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Person Specification

Post Title	Project Manager
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	Essential	Desirable
Qualification		
Maths & English GCSE at Grade 4 or above or equivalent	✓	
Professional qualification in project management		✓
Access to own transport that can be used for work purposes, with a full valid licence	✓	
Experience		
Experience of the social care sector	✓	
Project management and delivery of digital system implementation	✓	
All aspects of project management including planning, risk management, governance and budget monitoring	✓	
Experience of working on large complex change projects	✓	
Experience of operating in an advisory capacity to senior managers	✓	
Experience of mobilising new contracts		✓
Knowledge and Understanding		
Working knowledge of legislation and regulation relevant to the adult social care sector	✓	
Extensive working knowledge of Microsoft office suite to include Word, Excel, Powerpoint and Outlook	✓	
Skills & Attributes		
Sound decision making skills based on accurate and timely analysis.	✓	
Exceptional time management skills and the ability to solve problems.	✓	
Ability to lead by example and demonstrate a strong sense of integrity, ethics and dependability.	✓	
Professional written and oral communication skills including the confidence to present to an audience.	✓	
Ability to work under pressure.	✓	
Ability to liaise and communicate effectively with colleagues at all levels.	✓	
Ability to work with senior management to organise, plan and achieve targets	✓	
Self-motivated and able to motivate others	✓	
Ability to maintain discretion and confidentiality	✓	
Commitment to the values of Avalon	✓	