

# Job Description

<b>Job Title:</b> Senior Project Co-ordinator	<b>Service Area:</b> Improvement and Change	
<b>Directorate:</b> Children and Young People	<b>Post Number:</b>	<b>Evaluation Number:</b> 7042
<b>Grade:</b> Requesting P03	<b>Date last updated:</b> 12th October 23	

### People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

### Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

### Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

### Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

### Overall Purpose of Job

As a Senior Project Co-ordinator you will be responsible for supporting a wide-ranging series of activity across Children and Young People's Services, including Education, Social Care, Commissioning and Safeguarding.

The postholder will demonstrate a self-starting, focused approach to improving the lives of children, young people and families. They will have a passion for leading on designing services, developing new strategies and a passion for engaging with the community and evaluating services. Above all excel in working collaboratively, motivating professionals, whilst maintaining a firm grip on key priorities and deliverables.

The postholder will be required to not only lead a variety of tasks but also act as a delivery agent and will be expected to work within all layers of the Directorate. The role is expected to facilitate, enable and support the Children's portfolio where there are improvement and change priorities to deliver.

## **Job Context**

1. The post holder reports to a Head of Strategy and Programmes
2. The post holder has Financial/Resources responsibility for projects
3. The post holder has Health and Safety responsibilities in respect of their own behaviour and conduct and how that affects others.
4. The post holder has risk management responsibilities in respect of the projects on which they work.

## **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

## **To undertake all responsibilities listed below:**

1. Support a portfolio of projects and transformation initiatives, supporting the delivery of the transformation and improvement agenda and supporting the delivery of Newham's corporate delivery aims.
2. Provide business change expertise utilising the appropriate methodologies and tools to support change.
3. Identify, develop, manage and support a range of internal and external stakeholders, in order to deliver against core aims.
4. Identify and develop cross-functional working and long-term partnerships to enable the Council to meet its goals.
5. Develop a collaborative culture, building relationships with a range of internal and external partners, to establish the key issues, anticipate requirements and develop and test solutions.
6. Lead on the transformation and improvement communications ensuring these are timely and relevant, across the partnership but also on internal communications and engagement with the workforce.
7. Identify and manage dependencies between the portfolio and across 'business as usual' activities, ensuring alignment and that outcomes are monitored and risks are mitigated.
8. Identify and develop cross-functional working and long-term partnerships to enable the Council to meet its goals.

9. Develop and maintain an engaging approach to managing risks including the development of contingency plans and the initiation of corrective action where necessary. To identify and correct poor performance and system issues.
10. To undertake a trouble-shooting role on behalf members of Children's DMT.
11. Ensure that children and young people are engaged through co-production and consultation, in the delivery of key aims.
12. Coordination of peer-led health checks/reviews for Local Authorities in the region focusing on a particular service or theme.
13. To plan and facilitate a range of workshops as necessary to progress the work streams and develop opportunities to resolve issues and develop new innovative models to test and implement.
14. Provide professional challenge, support and advice to colleagues, staff and partner organisations.
15. Generate reports to share across the organisation, at different levels and influence senior managers and other directorates to ensure there is a common and collaborative approach to problems.
16. To be tactful and have respect for the need for confidentiality to all parties concerned, including members of staff and service users where necessary.
- 17.

# Personal Specification



<b>Job Title: Senior Project Co-ordinator</b>	<b>Service Area: Improvement and Change</b>	
<b>Directorate: Children and Young People</b>	<b>Post Number: TBC</b>	<b>Evaluation Number: P03</b>
<b>Grade: P03</b>	<b>Date last updated: 12th October 2023</b>	

## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

## EQUALITY AND DIVERSITY

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## PROTECTING OUR STAFF AND SERVICES

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<b>CRITERIA- Essential</b>	<b>Desirable</b>	<b>METHOD OF ASSESSMENT</b>
<p><b>KNOWLEDGE:</b></p> <p>A clear understanding of the variety of services delivered to children and young people</p> <p>Specialist knowledge and awareness of the variety of current issues and developments affecting children and young people</p> <p>A demonstrable knowledge of the</p>		<p>Application, Interview and Assessment</p> <p>Application, Interview and Assessment</p> <p>Application, Interview and</p>

<p>relevant children’s statutory guidance across Social Care and Education</p> <p>Knowledge of relevant current legislation, the key national and local policy issues, and of the challenges being set by the changing agenda relating to local government</p>		<p>Assessment</p> <p>Application, Interview and Assessment</p>
<p><b>EDUCATION/QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>Evidence of relevant continuous professional development such as APM, LEAN, Prince 2, MSP</li> </ul>		<p>Application and Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>Strong ability to influence and persuade various stakeholders</li> <li>Able to quickly build strong relationships with team and people at all levels of the organisation</li> <li>Excellent Presentation &amp; communication skills, including report writing and project or programme management skills</li> <li>Strong ability to use initiative and highly analytical thinking in varying situations</li> <li>Highly organised with excellent planning skills and ability to meet strict deadlines</li> <li>Highly IT literate</li> </ul>		<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>



<p>between the competing demands of customers and residents</p> <ul style="list-style-type: none"> <li>● Regularly reviews, and takes responsibility for the quality of the service and acts upon customer feedback to improve both quality and delivery</li> </ul>		
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>2. Working together and collaboration:</p> <ul style="list-style-type: none"> <li>● Builds effective relationships with internal and external customers</li> <li>● Shares information with stakeholders and involves them in decisions that affect them</li> <li>● Is proactive in generating ideas and solutions across the organisation</li> <li>● Brings out the best in team members as a leader or a peer</li> </ul> <p>3. Aim high:</p> <ul style="list-style-type: none"> <li>● Delivers what they promise and continuously strives to improve performance</li> <li>● Understands how the organisation's vision impacts on them and their team</li> <li>● Shows commitment to achieving the organisation's goals</li> <li>● Encourages solution focused problem solving and tenacity when faced with challenges</li> </ul> <p>4. Accountability, ownership and judgement:</p> <ul style="list-style-type: none"> <li>● Aware of their accountabilities and takes responsibility for their own actions</li> <li>● Provides clear measures of success and delivers constructive performance feedback</li> </ul>		<p>Application Form/Interview</p> <p>Application Form/Interview/Assessment</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application Form/Interview/Assessment</p> <p>Application Form/Interview/Assessment</p>

