LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Children's Social Care Project Officer	**Grade:**	PO3
Reports to (Designation):	Head of Service - Workforce Development/Principal Social Worker	**Grade:**	SMG3
Directorate:	Children and Young People	**Section:**	Children's Social Care

Main purpose of the job:

To deliver a project or projects assigned to an agreed direction, timescale and budget in support of the Children's Social Care Workforce Development Strategy and wider Children's Social Care division.

To work closely with the Lewisham Workforce Development Group, Children's Social Care colleagues, Human Resources and other stakeholders in order to ensure that their requirements are met.

Personal responsibilities and duties are to:

Lead on the implementation of specific Children's Social Care workforce development projects/programmes ensuring the required outcomes are met.

Take decisions in relation to project options within agreed tolerance levels.

Undertake commissioning, procurement and management of external support as required for the delivery of project/programmes in line with the Council procedures.

To work closely with staff within the division and wider Directorate/Council to ensure the optimum delivery of team and corporate delivery priorities are met.

To work closely with all stakeholders in order to ensure that their requirements are considered and met.

To develop and implement appropriate project controls and systems to ensure effective management of risk and financial probity.

Oversee and coordinate the work of all staff involved in the project(s) (internal/external).

Ensure effective monitoring of service providers as required to ensure that contracts and associated services are delivered on time and within budget and monitored via the Council's performance and finance systems.

To develop sound working relationships with officers within the division, across the Directorate and the Council.

Attend Council and external meetings as required, and advise service directorates on project related matters.

Work within the Council's performance management framework reporting progress and ensuring that accurate records are maintained and that management and reporting information is readily available.

Ensure project delivery in accordance with the Council's project management processes and procedures, including risk and issue management, and stakeholder communications.

Ensure that corporate reporting with regard to agreed KPI's is carried out systematically.

Develop sound working relationships and ensure effective consultation with all those having an interest in relevant Projects including residents, local businesses, the general public, other directorates, elected Members, the Local Planning Authority and other statutory bodies.

Deal with correspondence and enquiries relating to projects and programmes liaising with external bodies and provide information as required.

Undertake other duties, commensurate with the grade, as required.

All employees are required to participate in the appraisal scheme and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

To assist in carrying out the Council's environmental policy within the day to day activities of the post.

Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy. Address positively any regular issues arising within the workplace, the organisation or service delivery.

Treat all information acquired through employment, both formally and informally, in strict confidence.

Internal contacts: These may include senior managers across the council, elected members, members of key governance boards and working groups.

External contacts: These may include senior managers within other local authorities and other public sector organisations (e.g. GLA), senior central government staff, MPs, members of the public, local interest groups and voluntary sector organisations, strategic partners and stakeholders.

Person Specification

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Notice for candidate:

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post. Those categories marked 'S' will be used especially for the purpose of shortlisting. Only those applicants who meet these requirements will be shortlisted. You should therefore address these fully in your Application Form.

Note for the Manager:

You do not have to use all of the categories, they are included to provide guidance to you. However, it should be noted that under normal circumstances, it is usually only knowledge, experience and an awareness of Equal Opportunities issues that can be measured from the Application Form.

Equal Opportunities Commitment to implement the Council's Equal Opportunities Policies. Awareness of equal opportunities issues.	**S1**
Knowledge Understanding of the issues facing the management of a public sector organisation	**S2**
Knowledge of the key issues, developments and application of information technology and digital solutions.	**S3**
Knowledge of the principles of financial management and control.	**S4**

Good working knowledge of the principles of project and programme management.	**S5**
Aptitude Ability to interpret service quality and continuous improvement. Able to establish effective and productive working relationships with elected Members and other key stakeholders. Ability to both manage and support while maintaining high levels of accountability throughout the organisation. To be self starter To work with and problem solving with IT systems Able to work effectively in a team. Ability to effectively prioritise and execute tasks in a high pressure environment.	
Skills Effective written and oral communication skills. Excellent interpersonal skills, with the ability to listen and understand the needs of the client or customer and be able to deliver appropriate and innovative solutions. Excellent monitoring and reporting skills. Highly self-motivated and directed. Good computer skills including proficient use of databases.	
Experience Experience of working in a programme/project environment. Experience of co-ordinating others to successfully deliver to specified outcomes.	 **S6** **S7**

Experience of the successful budgetary management and control. Experience of personally managing projects/programmes to successful outcomes. Experience of working on own initiative and as an effective team member. Experience of communicating with a wide range of stakeholders.	 **S8** **S9** **S10**
Qualifications Recognised project management qualification or relevant experience.	 **S11**
Personal Qualities A strong and highly motivated team player. Not easily discouraged. Demonstrates flexibility and embraces change. Committed to achieving and exceeding performance targets. Belief in providing customer orientated service. Flexible, innovative and creative approach.	
Circumstances Able to attend meetings in the evening; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines.	 **S12**
Physical Generally must meet LB Lewisham requirements for the post.	

DBS Disclosure Required? **No** [ ] **Basic** [ ] **Enhanced** [X]

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.