

## ROLE DESCRIPTION

Post:	Think Local Act Personal (TLAP) – Senior Business and Projects Manager
Reports to:	Head of TLAP Programme
Accountable to:	Chief Executive SCIE TLAP Programme Board
Line Manages:	Project Support Coordinator
Salary Band:	Circa £38,202k pro rata – depending on experience
Base:	Home based but regular travel would usually be expected
Contract type and Hours:	21 hours a week worked flexibly by agreement

### Job Purpose

1. Together with the Head of TLAP, lead on the development of the TLAP work programme
2. Support the delivery of the TLAP programme
3. Support the TLAP Programme Board and partnership and ensure compliance with DHSC grant requirements
4. Support the management of the TLAP core team key functions including, delegated budgets and management of associated contractors
5. Contribute to the development of, and ensure compliance with, SCIE standards, policies, procedures and systems.

### Main Duties

1. Work with the Head to develop the annual work programme and monitor its implementation, ensuring milestones are met
2. Oversee, with the Head, the development of the work programme planning process to ensure individuals contribute to, understand and deliver their own team plans in the context of the wider work programme
3. Work with the TLAP team to ensure that all activities and ambitions have stated measurable targets and are aligned to the work programme
4. Develop and maintain reporting mechanisms, including key performance indicators, associated targets and milestones
5. Evaluate and review programme activities on a planned basis, communicating and recommending improvements to the team as appropriate.

6. Co-ordinate the design and delivery of directorate and organisational projects, as agreed in the work programme
7. Ensure delivery of priority projects within time and within budget
8. Have oversight of all project tasks and ensure timely delivery of performance monitoring requirements to DHSC and TLAP Programme Board
9. Have delegated authority for expenditure ensuring that there are adequate financial management, tracking and audit systems
10. Provide support for the commissioning and tendering processes and liaise with HR regarding human resources and contract management
11. Support policy development across all areas of the programme
12. Design and oversee administrative processes e.g. members data base/ supporter's data base / budget reports etc
13. Oversee the liaison with the TLAP partnership and programme board
14. Liaise with external bodies and organise and provide support to meetings and events
15. Manage the Project Support Coordinator
16. Oversee the planning and delivery of national TLAP events
17. Deputise for the Head of TLAP as required
18. Other tasks as may be required, commensurate with the level of the post

### **General Duties**

1. To comply with SCIE's policies and procedures, including equal opportunities and diversity, and to have a personal commitment towards their implementation.
2. To work flexibly and respond positively to changing business needs.
3. To contribute to the development of service improvements through participation and involvement in team meetings, workshops, conferences and other groups
4. A clear commitment to working with people who use services and carers in a sensitive and non-judgmental way to facilitate positive working relationships

### **Notes**

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

### **Person Specification**

<b>ESSENTIAL CRITERIA</b>
<b>Aptitude / Abilities / Skills</b>
Skilled in all aspects of project and budget management
Experience of autonomous working at senior level
Ability to build effective relationships, influence and negotiate with internal and external stakeholders at every level of seniority
Experience of commissioning and procurement
Excellent people management skills

Excellent communication skills to include the ability to communicate effectively and sensitively with a wide range

Good team worker with a collaborative approach to work

Ability to manage and prioritise a complex and demanding workload

**Experience**

Experience of managing projects throughout life cycle.

**Education / Knowledge**

Educated to degree level, or equivalent

Politically astute with a good knowledge of adult social care

**Attitudes / Personal Characteristics**

A clear understanding of, and commitment to, equal opportunities and diversity, and a commitment to promote high standards of conduct, integrity and probity

A demonstrable commitment to continuing professional development and to keeping up-to-date with new developments as relevant

**DESIRABLE CRITERIA**

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