

Project Manager

Shared Lives Carers Pan Sussex

Join us – make a difference in our communities

Shared Lives offers an alternative model of care and support. Shared Lives Schemes are registered with the Care Quality Commission and delivers safe, effective, care and support through assessing approving, developing registered Shared Lives Carers to provide care and support using their own home. Supporting people to have choice and control, develop skills, build positive relationships on a long- or short-term basis.

The service is based on the following principles:

- We will deliver services in line with the West Sussex Plan and our statutory responsibilities.
- Our services support people to live the lives they want to lead.
- We will put the 'people' we support at the heart of everything we do.

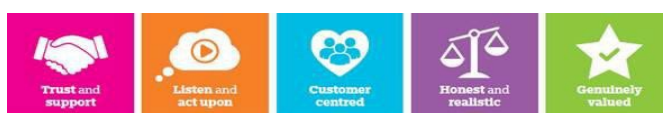
About the job

This role is responsible for leading on a forward thinking Shared Lives Carers recruitment campaign across Sussex. The Project Manager will be supported by a steering group, consisting of experts within Shared Lives, Talent and Attraction and Commissioning of Services. This exciting initiative will involve meeting people and carers who have lived experience and how understanding how Shared Lives has made a positive difference to their lives.

As a Project Manager, you will be adept at research and data analysis, and will have insight into a variety of digital and social media skills to support the working groups to promote the Shared Lives Scheme within West Sussex, East Sussex and Brighton and Hove and to showcase the role of a Shared Lives Carer. You will work to understand where Shared Lives services in West Sussex, East Sussex, Brighton and Hove and an Independent Scheme would like to focus their recruitment activities, targeting specific areas within their County and considering any unmet needs for any specialist areas identified by our Commissioning colleagues.

The ambition is to tap into a variety of audiences and celebrate how people and families who have a spare room can offer Shared Lives support within their own family home. The role will utilise expertise from the Steering Group who will consist of talent and recruitment experts.

The role will require the coordination of small working group to meet objectives



and deliver a professional service whilst working to/within corporate project frameworks.

What you'll need to succeed

For this role you will be expected to demonstrate relevant skills and experiences including:

- Being self-motivated with a proven capability in project management of projects, including significant experience in delivering a form of a recruitment campaign.
- Being an excellent communicator at all levels of the organisation, and with external providers such as consultants, media etc.
- Having the ability to organise consultation events.
- Having well-developed political awareness when working with senior management and members.
- Being highly organised and able to plan and meet set targets.
- Demonstrating developed numeracy skills, with a level of financial awareness and ability to manage a budget.
- Demonstrable experience and knowledge of developing key governance documentations such as project plans.
- Having strong IT skills and use the Project Management tools to report on the Acceleration Reform Fund project.
- Being supportive to the wider team, providing advice and assistance to the key people within the working groups.

Job details

Grade: Grade 11

Directorate Group: Adults Services

Location: Countywide with hybrid working

- DBS check is a requirement of this post

Required experience and skills

(These will be used as the shortlisting criteria)

Key Skills:

1. Advanced analytical skills to interpret and manipulate varied and complex project information.
2. Excellent literacy and numeracy skills to understand the nature of the service model and how to support the growth and development of Shared Lives Carers.
3. Ability to organise, plan and meet set targets e.g. for timely completion of projects. Ability to forward plan over the long term, making effective judgements to continuously develop and review the effectiveness of service and staff to meet deadlines and objectives.
4. Highly developed communication and interpersonal skills to interact effectively with a range of senior clients and create and maintain effective



working relationships. Including the ability to influence clients to make decisions that they would not otherwise make, to promote understanding of project information and to successfully advise and guide clients to make sound decisions which could have a significant impact on strategic service delivery. Strong customer focus with the ability to work as a key client contact and provide a professional service to meet their needs.

5. Strong problem-solving skills with the ability to anticipate problems and resolve issues independently, planning solutions and making sound pragmatic decisions which will have a direct impact on the business / service.
6. Effective people management skills including performance management skills and the ability to provide direction and support to the working groups.

Qualifications and/or experience:

- Degree, or equivalent qualification or experience in researching, analysing and evaluating arguments and information.
- Project Management qualification (e.g. PRINCE 2) or equivalent level of experience demonstrating comprehensive application of the above levels of knowledge in a relevant setting.
- Relevant advanced theoretical, practical and procedural knowledge associated with operating a demanding project management service, including corporate project management frameworks and procedures.
- Experience supporting the management and delivery of successful projects demonstrated by monitoring and/or managing complex projects effectively to ensure they meet customer's requirements and business need.
- Political awareness when working with members / senior management.
- Financial management experience with developed numeracy skills and accounting for large budgets.

Key responsibilities

Responsible for project managing either a single project or a portfolio of medium sized recruitment project which delivers business related objectives, on time and to specified cost, quality and performance targets, ensuring that their development through corporate Project Management Frameworks comply with Council standing orders and Corporate Strategy. Projects will also need to comply with current initiatives/policies and strategies, such as sustainability.

Ability to research, analyse information, interpret, plan over the long term and make judgements within budgets based on the needs of the client, including efficient problem-solving skills to ensure client demand is met and to a high standard and to deliver project objectives on time and to the specified cost, quality and performance characteristics.

Accountable for project budget, monitoring of a budget up to £600k, responsible for the financial planning, and costing of medium sized project budgets ensuring the project remains on target and within spend. Responsible for liaising with financial specialists, over issues and ensure most effective spend from limited resources.



Build and develop effective working relationships with a range of subject matter experts, such as people who have lived experience, shared lives carers, shared lives managers and senior managers. Linking in with the national shared lives scheme (Shared Lives Plus).

Undertake negotiations in relation to project targets, performance levels, specification and timescales to convince Schemes to make sound decisions which they would not otherwise wish to make but would significantly contribute to the successful completion of projects/strategic service delivery.

Responsible for the provision of expert project management advice and guidance to clients/project team on the projects they are managing and project processes, where required.

Manage satisfactorily and completely, the preparation of the project documentation including project initiation documents, regular highlight report, project closure documentation, including a Lessons Learned report, follow-on action recommendations, and end of project reports.

Work with other project members to build business cases, realistic plans, budgets, and accounts, for medium sized projects, ensuring project gateways and milestones are met. To complete key project documentation e.g. highlight reports, implementation plans, gateway reviews and project plans.

Some direct responsibility for regularly handling, processing and storing confidential information.

Our Values

You will lead, promote and demonstrate the values of our organisation.

- Trust and Support
- Listen and Act Upon
- Customer Centred
- Honest and Realistic
- Genuinely Valued

You will lead, promote and demonstrate the cultural ambition of our organisation:

"We have an inclusive and supportive culture, work in partnership and reward individual and team contribution"

JD Code: N621

Date: July 2024

