

Lambeth Together Strategic Alliance Job Description

General Information

Job Title: Lambeth Together – Project Officer

Grade: PO1

Responsible for: N/a

Accountable to: Lambeth Together Project Manager

As leaders of organisations across Lambeth we have come together to work as one to co-ordinate and deliver health and care services across the Borough.

We have seen the benefit of working across the traditional boundaries between hospital and community services, health and social care, voluntary sector, staff and people using services and representative bodies.

Many of our workforce are already doing this. We want to recognise this, embed it in the whole system and build on it. We recognise that it's only when we behave as part of the same team and are jointly responsible for all activity and costs, that transformation really happens.

Our vision is to improve health and wellbeing and reduce inequalities for people in Lambeth. We want Lambeth to be a place where:

- Health and wellbeing are improving for all, and improving fastest for those with the poorest health and wellbeing
- People are able to reach their full potential and feel good about themselves
- Everyone feels valued and has choices about their health and wellbeing
- People are safe from harm

To create the environment in which all this is possible we have come together at every level to form Lambeth Together.

Lambeth Together is:

- a way of working and a culture that defines and unites us, developed with citizens and staff and embedded in all we do – The Lambeth Together Way
- moving away from basing services around organisations and make them based around people and places – The Delivery Alliances
- a single leadership and set of integrated functions to create our one system and one budget – The Strategic Alliance

Job Summary

The Lambeth Together Project Officer will work with the Project Managers and Programme Lead on distinct aspects of the Lambeth Together Programme (projects) and work with partners to provide dedicated development and delivery support.

Due to the evolving nature of the programme the postholder will be responsive and able to support on various projects from different programme areas and at different stages of development, at any one time. These would include:

- Lambeth Together Strategic Alliance
- Lambeth Together Delivery Alliances
- Lambeth Together 'recovery' and enabling workstreams
- Lambeth Together Way – development of our culture and ways of working
- Equalities, Diversity and Inclusion – ensuring full prioritisation, focus and support to the development and implementation of our EDI approach
- Development of integrated governance across partners including the development of SE London Integrated care System (ICS)
- Ensuring local people are effectively engaged with, supported and represented in all aspects of Lambeth Together
- Development of Lambeth Together strategic plans and delivery against priority workstreams
- New ways of working and methodologies for service improvement and transformation.

Key Accountabilities

1. To work on complex and strategically important projects within the Lambeth Together programme across SEL CCG (Lambeth), Adults & Health, other key stakeholders (internally and externally), partners, voluntary sector, and residents/communities.
2. To work directly with the programme team to provide technical and professional advice to ensure good practice in project management.
3. To assist with the creation of individual project plans and monitor on the implementation, working with the Programme Managers, Programme Lead, programme workstream leads, Lambeth Together, Primary Care and Pharmacy, other stakeholders, and colleagues to ensure that projects deliver maximum benefits through successful implementation.
4. To provide guidance and monitoring capacity on a portfolio of projects from identification through to completion, defining the project scope, goals and deliverables, and impact including development, planning, briefing, execution of work coordination.
5. Take responsibility for day-to-day identification and resolution (or escalation) of workstream level issues and management of risks, supporting the management of programme / project interdependencies.
6. To deliver training sessions, as required, to partnership members advising them on project management techniques
7. To advise the Programme Lead and Project Managers on any slippage which may impact on the overall delivery of projects

8. To share examples of good practice across the partnership, and support the implementation of this good practice
9. Provide reporting on progress, risks and issues, and costs of corporate programme and project delivery.
10. Responsible for leading on the development, monitoring and improvement of particular project management tools and templates as assigned by managers to support the service delivery.
11. Be responsible for monitoring specific actions across a range of workstreams and projects.
12. Provide effective project support in delivery of projects, work streams and enablers across the partnership
13. Liaise with Lambeth Together partners on the Production of papers, briefing notes and all relevant project documentation to ensure tight and controlled governance of every project.
14. To use approved communication channels with all stakeholders for a given project, ensuring expectations are clearly managed. Where appropriate, to support chairs on project boards alongside representation from suppliers, customers, and other key stakeholders.
15. Work with partners, including senior managers, across the Lambeth Together system, in relation to the delivery of project outputs
16. Inform Programme Lead when you may have identified areas that require project resources, improvement and transformation and assist on problem solving accordingly
17. Undertake appropriate benchmarking during project development and delivery
18. Understand the wider LT programme and work effectively in a team to ensure projects fit together and align with the wider programme
19. Raise the level of awareness and active engagement in the Lambeth Together programme
20. Ensure collection of data and information for update reports, and assist on production of these where necessary
21. Support team members and stakeholders on project delivery and be responsible for the checking on project deliverables including identifying and linking in with other initiatives and ongoing service developments which may be relevant to the project/programme and impact on delivery of the project/programme
22. Contribute to robust monitoring and governance including detailed project plans, workplans, risks and issues log and other relevant project management tools.

23. Deputise for the Project Managers as required.

General

1. To deputise, as required, for project delivery in Lambeth Together regarding other projects across other directorates.
2. Ability to prioritise and manage own workload, using initiative and working autonomously in a busy environment
3. To produce regular briefings, information, and data at an operational level for verbal and written representations to the managers and Lambeth Together stakeholders, as required
4. To advise management on workstream developments that are relevant to Lambeth Together and the implications of these
5. To take all reasonable steps to complete any work undertaken within stipulated timeframes with the desired outcomes
6. To be able to recognise and respond appropriately to any discriminatory practice. The role may involve undertaking disciplinary investigation or managing enquiries on occasion under the council's procedures.
7. To be available to participate in recruitment processes
8. To undertake any other duties that may be required to meet the demands of the service; these may be varied from time to time to meet the needs of the service
9. To comply with the Council's policies on diversity and equal opportunities and health and safety
10. To undertake duties which might be reasonably requested from time to time
11. On occasion be involved in managing disciplinary, capability and/or grievance processes in line with Council procedures

**London Borough of Lambeth
Person Specification**

Job Title: Lambeth Together – Project Officer

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a tick (✓) on the person specification when you complete the application form.</p> 			<p>Shortlisting Criteria</p>
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Qualification	Q1	Education to A-Level or equivalent is desirable, or a Project Management qualification	A✓
Key Knowledge	K1	Knowledge of the national, regional and local health and care system	A✓
	K2	Knowledge of the current health and care needs and challenges of the London Borough of Lambeth including the specific vision and delivery operations of Lambeth Together	A✓
	K3	Knowledge of the Lambeth Together Programme and its governance procedures	
	K4	Good understanding of the process of managing projects within a programme	
Relevant Experience	E1	Experience of effective project work across multiple projects	A✓
	E2	Experience of working with a wide range of internal and external partners	A✓
	E3	Experience of excellent written and verbal communication	A✓
	E4	Experience of providing timely and well-organised support to manage meetings	

	E5	Experience of managing multiple workstreams and demonstrating effective prioritisation	
	E6	Experience of working under own initiative to produce work of a high standard	
	B1	<p>Focuses on people is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people. For example,</p> <ul style="list-style-type: none"> • Models good professional behaviours and has a good understanding of supporting and working well with colleagues, key stakeholders and partners. <p>Strives for excellence</p>	
Key Behaviours	B2	<p>Takes ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development. For example,</p> <ul style="list-style-type: none"> • Drives continual improvement and constantly thinks how to do this better, more efficiently or to a higher standard. • Works to the highest standards, delivers on personal objectives ensuring development of professional service requirements, demonstrating resilience to pressure and retaining due professionalism at all times • Resolves problems effectively after exploring the options and considering the implications. 	
	B3	<p>Works collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results. For example,</p> <ul style="list-style-type: none"> • Develops and maintains partnerships and relationships both internally and externally • Demonstrates commitment to colleagues, team objectives and promotes collaborative working with a variety of services to deliver key outcomes and objectives. 	
	B4	<p>Communicates effectively is about how we talk, write and engage with others. It's about using simple, clear and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation. For example,</p>	

		<ul style="list-style-type: none"> • Uses the most appropriate method of communication which meets the target audience needs. • Speaks in a clear and confident way, getting the key points across to a diversity of audiences. • Writes clearly and succinctly, conveying key information effectively and creating a positive impact. 	
	B5	<p>Focuses on results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better. For example,</p> <ul style="list-style-type: none"> • Works efficiently, aims high, takes ownership and consistently looks to improve processes. Meets or exceeds personal objectives and service targets. • Is financially astute, ensuring best value is obtained within a context of keen commercial awareness to ensure the best outcomes. 	
	S1	Some weekend or evening working required.	