

Disability and Inclusion Project Manager

Department: Customer and Local Services
Division: Local Services
Reports to: Director of Local Services
JE Reference: CLS119
Grade: CS11 **JE Date:** 09/03/2021

Job purpose

The Disability and Inclusion Project Manager is responsible for the delivery of projects, to support the Disability Strategy and the promotion of equality and diversity in the Island, that seek to respond to complex equality and diversity challenges, particularly relating to disability, within the framework of relevant policies, strategy and legislation.

Job specific outcomes

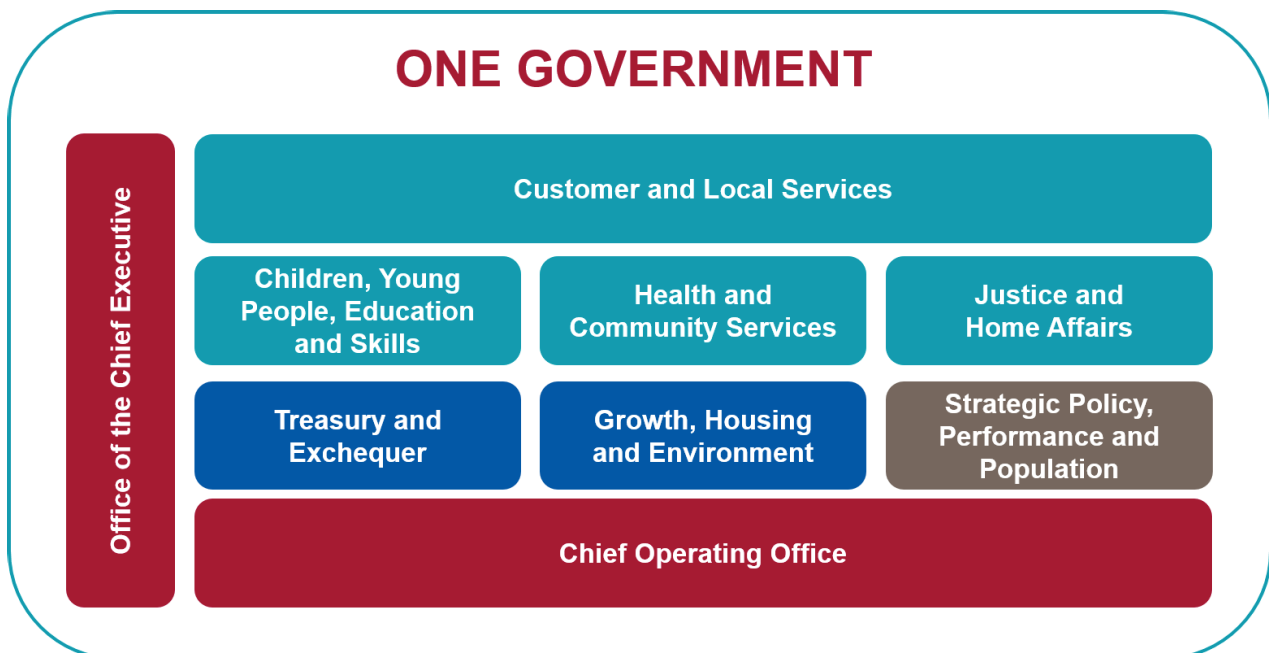
1. To work in collaboration with all GOJ departments to promote equality and diversity matters and embed a culture change in how services and activities are provided on Jersey, particularly to those hardest to reach in order to build stronger partnerships between Government and the voluntary and community sector.
2. Draw up project plans to support the delivery of the various projects being undertaken and to ensure delivery takes place within agreed budget and timescales.
3. Maintain project plans; updating and tracking progress against the baseline to manage the timely delivery of the projects.
4. Direct and motivate partners and key stakeholders as appropriate to ensure goals are met within required timelines to enable the successful implementation of a project / programme.
5. Estimate timelines, identify and measure risk to ensure mitigation strategies are put in place in a timely manner.
6. Ensure project metrics and performance are developed and reported on as per agreed project management methods within the organisation to ensure consistency in delivery across the Government of Jersey.
7. Support the effective delivery of the Disability Strategy for Jersey and actions and projects to ensure an effective approach to diversity and equality.
8. Produce an annual update report on Disability Strategy to measure progress against agreed targets.

9. Demonstrate excellent communication and influencing skills when routinely engaging persuasively with Government officials and multiple other external stakeholders to progress often complex project/review work using a coherent, well-structured and integrated approach.
10. Manage workload in a highly professional and efficient manner, meeting deadlines, completing (and delegating where appropriate) all necessary administrative tasks and ensuring compliance with all statutory requirements, to ensure effective service delivery and attainment of personal and departmental objectives.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree level in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience</p> <p>Holds or is working towards a recognised project management qualification (e.g. MSP, PRINCE2, AGILE, Lean, etc.)</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of project management methods and tools, selecting appropriately from plan-driven/predictive approaches or more adaptive (iterative and agile) approaches</p> <p>Knowledge of how to drive and embed organisational change and new ways of working</p> <p>Understanding of issues relating to equality and diversity and the importance of promoting greater inclusion.</p>	<p>Broad knowledge of the legislation, policies and procedures and services of the Government of Jersey</p>

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Skilled in control procedure and ensures that the project deliverables are completed within agreed cost, timescale, and resource budgets, and are signed off</p> <p>Demonstrable skills using applications such as Microsoft Word, Excel, PowerPoint and Project</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent interpersonal skills</p> <p>Ability to build and manage effective stakeholder relationships</p> <p>Ability to write reports/business cases</p> <p>Well-developed skills in the ability to communicate effectively, orally and in writing, complex, highly technical and/or clinically sensitive information to clients, their families, carers, voluntary organisations and other professional colleagues.</p> <p>Ability to sustain intense levels of concentration responding and participating as required. Ability to break down potential solutions into manageable elements and plan these in a logical and sequential manner, considering interdependencies, resource and cost implications.</p>	

	<p>Analytical skills to understand highly complex problems or situations, select the appropriate approach to resolve the problem</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Project Management experience within a similar organisation.</p> <p>Experience of promoting equality and diversity to a diverse range of stakeholders.</p> <p>Experience of project management and translating strategy into practical operational delivery.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the Government of Jersey core accountabilities, attributes, and behaviour indicators, are to be attached in a separate document.