

**OFFICER DELEGATION SCHEME
RECORD OF DECISION**

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 25/03/23	Ref No: 2221
Responsible Officer: Darren Pegram, Project Manager, Delivery Unit	
Type of Decision (please refer to MO Guidance):	
Key	<input type="checkbox"/>
Non-Key	<input checked="" type="checkbox"/>
Freedom of Information Status: <i>(can the report go in the public domain)</i>	
Yes, non-exempt.	
Title/Subject matter:	
Project Support Officer - Adult Social Care	
Budget/Strategy/Policy/Compliance:	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the council's policies, strategies, or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision significant and/or does it meet the £100,000 threshold for recording?	No
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No

Summary:

There are significant implications attached to a Care Quality Commission (CQC) assessment rating outcome including potential government intervention for those local authorities deemed 'inadequate.'

In response, the local authority is required to build an effective assurance system to drive its transformation and improvement agenda. In Bury Council, a transformation programme has been developed, though an ASC Transformation Board led by the DASS and AD for Social Work Operations with progress reported to the Locality Board, IDC Board and Bury Council Executive Team.

New governance boards were established in Autumn 2023 to provide assurance that compliance and improvement activity is being delivered. This has created a need to ensure the effective running of the boards, maintenance of their improvement plans and regular highlight reporting to Adults SLT.

It is therefore proposed to recruit 1 FTE Project Officer (Grade 10) on a two-year fixed term basis in the Delivery Unit, Corporate Core. An agreed job description and person specification provided by the HR Business Partner - Corporate Core, is attached. The role is grade 10 i.e. a cost of £46,392 including on-costs per year. Extension beyond 2 years will be considered if work requirements are still valid and subject to available funding.

The purpose of the role is to provide project management support to:

- The Adult Social Care assurance boards (i.e. Workforce, Quality, Performance, Commissioning Improvement and Finance) to organise and facilitate the Board meetings with up-to-date action logs, risk logs, improvement plans and highlight reports.
- Project delivery where required.
- Readiness preparation for the upcoming CQC assessment, in particular on-site visit requirements.

Finance Comments

The annual cost of a fixed term Project Officer posts is £46,391 and is analysed in Table 1 below. Consequently, the total cost of a 2-year fixed term post is £92,784

Table 1

Description	Salary	On Costs		Annual Cost	Total Cost (2 Year Fixed Term)
		Employers NI	Employers Pension		
Grade 10 Top of Scale	£35,745	£3,677	£6,970	£46,392	£92,784

The cost of the project officer post will be funded from the Adult Care Services Development Monies budget (SSG9111) and therefore no additional budget provision is required to fund this post.

As part of the monthly budget monitoring cycle, Finance and Budget holders will track the expenditure linked to the project officer costs ensuring that all expenditure aligns to the funding provided. Any financial risks/pressures identified will be highlighted to the Director of Adult Social Services as part of the monthly budget monitoring cycle whereby an action plan will be deployed to mitigate any financial risks/ pressures.

Wards affected: N/A

Consultations: N/A

Scrutiny & Review Committee Interest: N/A




Options considered:



Business Support – Utilising capacity within the ASC Business Support Team was explored as the first option, but it is considered that i) there is insufficient capacity and ii) a more senior role is required to support the effective running of the Boards and delivery of their improvement plans.

Do Nothing – Relying on current capacity will impact the capability to embed Adult Social Care’s assurance framework, CQC assessment readiness and site visit and therefore potentially the assessment outcome.

Decision

It is requested that 1 FTE Project Officer (Grade 10) is recruited on a 2-year fixed-term basis as per the job description in appendix 1.

Decision made by:	Signature:	Date:
Executive Director – Health and Adult Care		8 May 2024
S151 Officer		8 May 2024
Director of People and Inclusion		14.05.2024
Members Consulted – N/A		

Lead Member		13 June 2024
Cabinet Member - HR		14.05.2024
Opposition Spokesperson		

Notes

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.

APPENDIX 1



JOB DESCRIPTION

Post Title: Project Officer	
Department: Performance & Delivery	Post No:
Division/Section: Corporate Core	Post Grade: G10
Location: Agile. To work at any of Bury Council's sites as demand necessary to undertake the duties.	
Special Conditions of Service: n/a	
Purpose and Objectives of Post: To support in the implementation, monitoring and reporting of projects and programmes in the Performance & Delivery function, facilitating the delivery of digital and data project across the Council. To provide project support and expertise as directed by the Project Manager, to the wider Performance & Delivery function and cross Council project activity. The post holder will be required to work with the Project Manager to organise and facilitate project meetings and workshops, so the ability to build relationships, influence and manage a variety of internal and external stakeholders is required.	
Accountable to: Head of Performance & Delivery	
Immediately Responsible to: Project Manager	
Immediately Responsible for: Supervision of other project resources as required. Work along external contractors and consultants as appropriate.	

Relationships: (Internal and External)

Internal:

Performance & Delivery Leadership Team
Elected Members
Chief/Senior Officers of the Council
Council employees
Trade Unions

External:

Members of the public
Representatives of other Local Authorities
External Auditors
Suppliers of goods and services
Third-party providers

Control of Resources:

Project resources as allocated by the Project Manager.

Job Description prepared by:	Sign:	Date:
Agreed correct by Post holder:	Sign:	Date:
Agreed correct by Supervisor/Manager:	Sign:	Date:

Duties/Responsibilities:

Production and maintenance of full project documentation:

- Project Briefs
- Project Initiation Documents
- Stakeholder Maps
- Communication Plans
- Project Timelines (Gantt charts)
- Project Risk Registers
- Project Issues Registers
- Project Decision Logs
- Project Action Logs
- Highlight Reports

The Project Officer will be the main contact for all project documentation and as such, will need to be detail oriented and be able to produce clear, concise project documentation; using data and evidence to inform decisions.

This post will be required to organise and facilitate project meetings, and so an ability to influence and manage a variety of internal and external stakeholders is required.

A Project Officer will also be required to produce timely update/highlight reports and so a motivated, proactive approach is required, ensuring that workstream owners provide their updates within timescales.

The ability to grasp technical and non-technical terminology, where related to projects, will be beneficial.

Corporate

- Be open, collaborative and positive; take part in corporate initiatives and work constantly with others to make sure digital is woven into the fabric of how the council runs.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- Perform all duties in line with Council's staff values showing commitment to improving residents' lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.

PERSON SPECIFICATION
Project Officer

SHORT LISTING CRITERIA	ESSENTIAL	DESIRABLE
Degree level qualification, or equivalent		D
Working Towards Project Management Qualification (Foundation or Practitioner), working towards or willingness to do so		D
GCSE or equivalent level of English and Maths	E	
Experienced using MS365 application suite (Word, Excel, Project etc.)	E	
<u>Knowledge and Skills</u>		
Local Authority experience / an understanding of Local Authority structures and design		D
A proficient knowledge of Project Management systems, related to Local Authorities, and the wider horizon		D
Ability to build relationships, influence and motivate stakeholders.	E	
Demonstrable experience of analytical thinking and the ability to apply judgement to potentially complex issues.		D
Experience of successfully supporting the delivery of a wide range of projects, within a diverse workload, to a structured project management process		D
Experience of accounting for budgets, monitoring spend and providing financial and statistical information to others		D
Strong communication and interpersonal skills to initiate and develop positive and effective working relationships, both internal and external, influencing and negotiating with others	E	
Experience of prioritisation and risk and issue management	E	
Experience of working closely with stakeholders, developing working relationships and partnerships to monitor and report outcomes and benefits	E	
Organisational skills to work under high pressure to complete tasks, projects and work plans to conflicting deadlines without direct line management, re-prioritising own work, and that of teams	E	
Ability to contribute to and develop strategies and translate them into effective operational plans		D

Analytical skills to interpret complex information and situations, draw conclusions and make recommendations for action	E	
Initiative to work independently, working imaginatively and creatively to solve a range of problems to work through risks and make decisions and/or recommendations as appropriate, where a solution may not be immediately obvious		D
Ability to produce high quality, accurate and precise documents to very tight deadlines.	E	
<u>Other special requirements</u>		
n/a		