

Transformation Project Manager

Job Description

Job title:	Transformation Project Manager
Responsible to:	CEO
Location:	EACH Head Office, Ealing, working across sites where required
Hours of work:	37.5 hours per week
Information:	This post is a 12 months' Fixed Term contract

Main purpose:

To lead, drive and co-ordinate EACH's consolidation phase of its organisational transformation programme, ensuring the organisation moves towards a more sustainable Target Operating Model (TOM)

To own the TOM road map to achieve key milestones of its Phase 1

Undertake communications and collaboration with staff, trustees and other stakeholders

Main tasks and responsibilities

Programme and Project Co-ordination

- Plan and oversee the delivery of the consolidation phase of the transformation programme to get it to Gate1 readiness
- Develop and oversee sequenced and costed implementation plan with milestones, dependencies, risks and RAG status
- Maintain a live TOM risk/issues log
- Establish and Co-ordinate delivery across all TOM workstreams and ensure they stay aligned and on track
- Co-ordinate a small portfolio of test and learn activities to evidence investment
- Design and maintain the Gate 1 metrics dashboard, narratives, risk assessments and evidence base
- Project manage EACH's Multilingual Counselling pilot (no clinical accountability), including evaluation and recommendations

TOM programme Governance

- Establish, Chair and lead on the Transformation Committee, setting agendas, tracking actions and ensuring documentation and follow up
- Prepare and present concise TOM progress reports for SLT and the Board
- Co-ordinate, produce and disseminate the TOM progress report for Board Strategic Away Day

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Central Support Re-design

- Undertake mapping of current enabling activity and re-design aligned to the TOM recommendations

Collaboration and Development

- Support the development, co-design and delivery of frameworks related to bids and funding
- Facilitate design and embedding of delegated authority matrix
- Support the operationalisation and streamlining of new and current processes and systems, including removal of shadow systems, e.g. client management IT system, BD workflow
- Works with the Clinical Lead to ensure TOM changes and new pilots meet agreed clinical conditions
- Develop and undertake timely communications with staff, trustees and stakeholders, including 'pulse check' surveys

Partnerships

- Collaborate/network with stakeholders and represent EACH at relevant external meetings where appropriate

Administration, monitoring and evaluation

- Keep records and information as per EACH's policies and procedures
- Provide information, reports and statistics as required
- Carry out relevant administration requirements of the post

Organisational Responsibilities

- Work collaboratively and constructively with staff, colleagues and managers
- Adhere to agreed support structures for the post, including supervision, case management, training events and appraisal and contribute positively to team meetings and planning and review days
- Establish and maintain positive networks and collaborative partnership arrangements with other agencies.

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- Conduct all work within statutory responsibilities and within EACH's policies procedures and professional guidelines
- Work at all times with respect and sensitivity to the needs of volunteers and service users.
- Contribute to the development of user and carer involvement and support within EACH
- Promote the aims and objectives of EACH and represent it at external meetings
- Undertake all duties in line with the objectives of the post and any other duties consistent with the responsibilities of this post and the needs of the organisation
- Where appropriate, staff may be asked to work at EACH's projects in the different centres. Staff may also be required to work hours additional to contracted hours, for which time off in lieu will be given.
- Contribute to the development and implementation of new initiatives and new areas of work aligned to organisational strategy and ambitions

Job Description Review

From time to time, this job description will be reviewed in line with the requirements of the project and other developments in the areas of mental health, domestic violence and substance misuse.