**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Transformation Project Manager - Migration |
| Salary: | £44,711 to £47,754 |
| Grade: | G12 |
| Hours: | 37 per week – we are open to discussions about flexible working.  Temporary for 12 months |
| Team: | Migration Programme Management Team |
| Service Area: | Public Health & Communities |
| Primary Location: | County Hall, Oxford OX1 1ND.  Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process. |
| Budget responsibility: | N/A |
| Responsible to: | Head of Migration |
| Responsible for: | Successful delivery of projects |
| Political Restricted Post: | N/A |

## Job Purpose

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| The migration team was formed in October 2022 to support the Oxfordshire Migration Partnership which was set up to manage the county wide system supporting Ukrainians arriving on the Homes for Ukraine scheme. Its work has now expanded to include all people seeking sanctuary who require support whilst they resettle in the county (either temporarily or permanently), or as they await a decision on their asylum claim. A key part of the role will be to manage partnership projects in the partnership’s two-year delivery plan, and the partnership element of the new 3-year action plan to deliver the ‘Learn, Embed, Share’ approach across the organisation.  Reporting to the Head of Migration, the Transformation Project Manager will be responsible for the efficient and effective delivery of a range of projects to deliver on the priorities set out in the Oxfordshire Migration Partnership Delivery Plan 2025 – 27. The post holder will work in a fast-paced environment delivering organisational improvement, business efficiency and cultural change in relation to migration work.  The post holder will have a wide range of skills, knowledge and experience to manage several projects at the same time to successful completion. These skills will include significant experience of applying a broad range of project management skills in a fast-paced delivery environment, as well as facilitation, data analysis, commissioning/ procurement of services, effective stakeholder management, presenting, report writing, and communicating findings with a range of different audiences both internally and externally. This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to, and any concerns are raised in accordance with these policies.  Working knowledge of the subject matter would be an advantage but is not a requirement of the role. A curious mind and a willingness to learn and develop knowledge and understanding on migration issues is much more important, as is an ability to work on your own initiative to drive work forward whilst also working to achieve objectives as part of a multi-agency, multi-disciplinary team. |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.  **Capabilities**​   * **Organisation:**Ensuring the smooth progression and timely delivery of a breadth of tasks across a team through identifying goals, priorities, breaking down complex tasks into achievable actions and communicating this effectively.​ * **Communication:**To effectively manage a project, there needs to be clear communication between the team and wider OCC to ensure everyone has access to the right information at the right time. Communication skills span written and verbal, communication requiring concise language to communicate progress, benefits, risks, etc.​ * **Negotiation:**Project management through keeping key stakeholders on track, navigating roadblocks, and compromising to maintain relationships and agreement.​ * **Problem solving:**Working through problems which arise throughout a project lifecycle by gathering the right information, identifying a solution, and coordinating the delivery of this with the right stakeholders.​ * **Risk management:**Identifying, flagging, and assessing risks/issues before they become a problem and planning mitigations to manage them.​ * **Attitude:** What techniques do you use to change mindsets, behaviours and support colleagues to adopt different ways of working * Responsible for the administration and management of all project documentation (referring to the PMO handbook) including updating project plans, recording actions, updating risk registers, decision logs and creating and maintaining checkpoints and highlight reports ensuring all works are complete, project timescales are adhered to and established corporate procedure is followed. * To be responsible for ensuring the project is managed and delivered using the project management guidelines outlined in the PMO handbook; develop and maintain project plans and documentation to required standard, manage the implications of risks, issues and change requests on the project scope – escalating through the appropriate governance channel. Manage the change control process, ensure key decisions and meeting minutes are documented and communicated. * Ensure all project documentation is updated and collated by the assigned Project Manager and deliverable for presentation at decision making boards including risk registers, highlight reports and power point presentations. * Engage with stakeholders and technical consultants to ensure project scope is defined and projects delivered in a timely and cost-efficient manner ensuring OCC departmental policies and procedures are fully adhered to. * Initiate further project implementation documents (PID’s), project plans, project communication documents and direct departmental staff at all levels in preparation for and delivery of additional internal projects when required and in line with PMO handbook. * To be accountable for the quality and schedule of project deliverables as defined by the business case – scheduling and conducting quality reviews as outlined in the project plan. * Direct, lead and motivate the project teams, building relationships with stakeholders and cross-functional interfaces. * Be a driving force to move the projects through their lifecycle as quickly as possible, creating a sense of urgency. Provide timely updates stakeholders. * Prepare reports, data spreadsheets and power point presentations for the Programme Manager in preparation for decision making boards. * Assist in the management of contract or consultancy staff used to supplement in-house resources, and the overseeing of staff seconded from other sections when undertaking project work. * Provide concise information and advice to identified partners or individuals as detailed within the project to ensure the appropriate action is taken to comply with legislation, and project milestones and objectives. * Work with the Programme Manager to define required activities, identifying the critical success factors, requirements, and targets for delivery and assigning work packages where required. * Carry out lessons learned review and evaluation of the completed process/project providing a report and lessons learnt document. * Undertake desk-based research and consolidate into succinct reports or presentations. * Develop effective internal and external relationships and networks that enable the understanding and delivery of broad organisational goals.   Act as an ambassador for performance-based culture and change and role model the Delivering the Future Together values and behaviours. |  |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (AF) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Knowledge and use of PRINCE II methodology or other recognised project management methodologies | AF/I |
| Intermediate computer skills and experience in using the full range of Microsoft Office / Office 365 applications and the ability to use these effectively in this role. | AF/I |
| Previous experience in programme or project delivery environments with a proven record of managing workstreams and projects with multiple delivery partners and stakeholders. Experience of working in politically complex situations and proactively managing problems and opportunities. | AF/I |
| Ability to create concise written documents and reports with accuracy and attention to detail. | AF/I |
| A commitment to providing a high-quality service to customers/client’s service with commitment to continuous improvement. | AF/I |
| Track record of working on complex, integrated & fast-paced projects, which deliver tangible results for customers with demonstrable organisational skills such as multi-tasking, use of initiative, problem solving, working independently and prioritising workloads and the ability to be resilient in a pressurised environment subject to changing workloads and conflicting priorities. | AF/I |
| Excellent communication and interpersonal skills with the ability to develop and maintain beneficial working relationships with multiple stakeholders across all levels. | AF/I |
| Ability to prioritise effectively and be flexible as situations change and develop. | AF/I |
| Professional integrity with the ability to maintain confidentiality, treat sensitive information with discretion and deliver consistently on our company values. | AF/I |
| Ability to work on your own initiative and work collaboratively as part of a team. | AF/I |
| Desirable Criteria | Assessed By: |
| Project/programme delivery qualifications, e.g., PRINCE2, MSP, APM | AF/I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |