FALKIRK COUNCIL

make it happen
council of the future

Job Profile

Job Title:	Programme Management Co-Ordinator - Learning & Employability Service
Reporting to:	Service Manager
Responsible for Line Management of:	N/A
Your Job is to:	To project manage the Transformation of Community Learning and Development and the Employment and Training Unit services into an integrated Learning and Employability Service. Playing a significant role in the Council's ongoing financial viability and in delivery of the Council of the Future Project and Falkirk Council Plan.
Grade:	I

What you will do :

Job Specific Tasks

1. Develop and lead on the delivery of the Council's of the Future Learning and Employability service integration project.
2. Stakeholder management and providing regular updates regarding the Learning and Employability project to Council of the Future Board and Place Services Board as required.
3. End to end change project management by identifying changes required within Services via people, processes & technology. Includes developing robust plans for the Learning & Employability project looking at development opportunities, income generation, strategic & service partnerships & driving the delivery of transformation.
4. Ensure budget discipline, timely execution, consistency of approach, overall quality of Transformation of the Learning and Employability project, maximising standards of service delivery whilst minimising the overall cost to the Council.
5. Ensure benefits are identified, tracked and realised from project and that achievements are celebrated and communicated.
6. Facilitate discussions, project meetings and advise on the 'art of the possible' on service redesign options.
7. Have a good understanding of the Community Learning and Development and Employment and Training services at part of the wider Learning and Employability project aligned to Council of the Future Agenda.
8. Completing project management documentation, especially planning and reporting for various meetings and Boards within the Council.
9. Support the Service Manager with Change Management and support the Service Managers/Operational Managers in facilitating employee and stakeholder meetings and meetings with Trade Unions as required.

Job Demands

1. You will be working in a mobile/flexible working environment.
2. You will be required to contribute to development of plans and strategies.
3. You will be required to work to deadlines.
4. You will be responsible for contributing to the development of policies and strategies.
5. You will contribute towards managing a budget.
6. You will have excellent communication skills and regularly advise, counsel, negotiate and persuade others.
7. You will contribute to the design and development of your area of responsibility
8. You will be responsible for the development and management of information.
9. You will be responsible for moderately expensive equipment.
10. You will be required to use your own initiative.
11. You will be required to exercise sound professional judgement.
12. You will be required to work as part of a team.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • Degree in Business or equivalent		Application Form Interview Qualification
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Coaching skills • Mentoring skills • Presentation skills • Organisational skills • Customer care skills • Analytical skills • Report writing skills • Problem solving skills • Attention to detail • Significant experience is required. • Project Management experience. • Experience working as part of a team. • Ability to organise competing demands. • Experience using MS office packages. • Experience leading the development of polices and strategies. • Experience managing a service design/delivery. • Experience in contributing to the development and implementation a Target Operating Model • Experience in managing strategic and operational change • Skilled in project management methodologies (e.g. PRINCE2) and Service Reviews	• Experience in managing a budget. • Experience working with Trade unions. • Experience in working in Public Sector or political environment. • Experience managing multi-disciplinary teams. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		**How we assess this**

• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		Application Form Interview