

Post:	Project Management Lead
Location:	Based Govan Road, with travel across Scotland required and some remote working
Accountable to:	Head of Corporate Governance
Department:	Corporate Governance
Grade	SCP 30 – SCP 36

JOB PURPOSE:

Provide strategic and operational support to Head Office functions, lead on the delivery of specific projects and provide support to the wider organisation.

Operate on a day to day basis with a high level of autonomy whilst exercising discretion and judgement in progressing the workload associated with the post.

MAIN DUTIES AND RESPONSIBILITIES:

PROJECT MANAGEMENT

1. Provide a flexible resource to undertake specific projects to support Head Office functions.
2. Report and escalate any concerns pertaining to projects as appropriate.

CONTRACT IMPLEMENTATION AND MAINTENANCE

3. Coordinate and provide support to the implementation of new/redesigned services and/or decommissioning of service closing or transferring to another provider.
4. Liaise with all relevant departments to ensure tasks and timescales are met in line with the implementation plan.
5. Ensure new contracts are approved in line with the agreed process.
6. Coordinate and oversee the management of the contract schedule, creating a robust system to support the process of the renewal/re-tendering of contracts.

7. Coordinate and highlight any areas of concern relating to contracts, creating comprehensive timelines and systems to ensure effective reporting.

POLICY

8. Develop, maintain and update an organisational policy register.
9. Assist with policy review and development within appropriate timescales.
10. Researching and cross referencing policies in line with legislation.

ORGANISATIONAL ADMINISTRATIVE FUNCTION

11. Work with the Head of Corporate Governance to manage and oversee the recruitment process of the organisational Administrative function.
12. Deliver induction and provide support and guidance to organisational Administrators

GOVERNANCE

13. Work with and support the Head of Corporate Governance on all aspects of governance.

PERFORMANCE MANAGEMENT

14. Collate and analyse statistical information through monitoring performance against objectives and outcomes, interpret results, identify trends, produce detailed reports, make recommendations and ensure actions are completed to deliver improvements
15. Contribute to internal audits where applicable
16. Deliver induction and provide support and guidance to organisational Administrators

RESOURCES MANAGEMENT

17. To be familiar and comply with Turning Point Scotland's policies and procedures.
18. To share information gathered during the course of work appropriately and as directed with other professionals within and outwith Turning Point Scotland in compliance with the Data Protection laws and regulatory authorities' and other legal requirements.
19. To minimise expenses incurred by the Turning Point Scotland in the course of carrying out your duties

Participation, Values & Citizenship

To work to the service/department's and organisation's aims and values and promote the citizenship of all colleagues & the people we support.

To participate purposefully in and take advantage of the opportunities for discussion afforded by our Support and Development (SaD) & Values-Based Appraisal (VBA) processes.

To be responsible for your own good practice and for the promotion of good practice among other colleagues.

To work to maintain positive & effective working relationships with colleagues and promote an atmosphere for all which is free from conflict.

To report concerns about practice or conduct issues to your manager promptly & appropriately. We work on a "no bystanders" approach.

To take part in all mandatory training for your role.

To be responsible for your own continuous professional development, identifying any perceived 'gaps' in your knowledge & discussing these with your manager at the first opportunity.

To assist with the on-the-job induction of any new colleagues, and "role-model" by demonstrating good practice at all times.

To demonstrate your continued suitability to work in a social care organisation by completing an application for a relevant up-to-date Disclosure on a 3-yearly basis or as required.

I accept the particulars of this job description:

Signed_____ Date_____