

## JOB PROFILE

**JOB TITLE:** Project Manager (Evidence-informed practice)

**REPORTS TO:** Head of Delivery

**SALARY GRADE:** 7

### JOB OVERVIEW:

To contribute to high quality projects, on time and in budget, which enhance the capacity and capability of Scotland's social services workforce to access and make use of knowledge and research for service innovation and improvement.

### KEY ACCOUNTABILITIES:

Managing Relationships

Project Management

Producing Project Outputs

### KEY ACTIVITIES

#### Project Management

- Design and deliver project activities informed by sector needs and that will enable engagement with a range of stakeholders
- Optimise research methods and data gathering in project delivery ● Compile reports, conduct presentations, and maintain required project documentation.
- Facilitate stakeholders to collaboratively design outcomes and activities ● Using appropriate project planning skills, ensure that all projects deliver their objectives on time, on budget and according to the agreed priorities. ● Liaise with stakeholders to secure necessary resources to deliver project outcomes
- Undertake all elements of workshop/event design, development and delivery
- Provide progress reports and updates for senior management and other stakeholders as required
- Evaluate project performance throughout and/or at agreed points using agreed measures
- Contribute to the development, implementation and review of Iriss's programme of work to promote evidence-informed practice in Scotland's social services ● Design and delivery of project activities that will enable engagement with a range of stakeholders to design new or improved models of support
- Facilitate stakeholders to collaboratively design outcomes and activities ● Contribute to the development of effective working relationships and ongoing

management processes for projects.

- Contribute to ensuring that project deliverables meet any required quality standards.
- Work effectively and accountably within the project team assigned to a project.
- Maintain effective working relationships and clear communication with project stakeholders (internal and external).
- Represent and promote Iriss at relevant meetings and conferences.

### **Producing Project Outputs**

- Synthesise project processes and learnings into audience-appropriate outputs
- Contribute to the production of evidence summaries, case studies, reports, briefings, audio and visual recordings
- Design, test and develop project resources/tools
- Disseminate project outputs through a variety of media, selecting the best medium for sharing learning

### **Managing Relationships**

- Attend, participate and contribute to meetings ensuring appropriate up to date information is communicated and acted upon
- Develop and maintain relationships with other functions within the organisation to develop a full understanding of stakeholder expectations to ensure that service meets expectations
- Establish and maintain good stakeholder relationships at all levels
- Anticipate and fulfil stakeholder needs in a successful manner
- Fully understand the many facets of the organisation and structure in order to value different requirements and act with diplomacy to achieve the best possible outcome
- Act as an ambassador for the organisation
- Ensure confidentiality is maintained where appropriate

This job description is a broad picture of the post, not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.

### **CORE COMPETENCIES**

**Teamwork** Uses appropriate interpersonal styles and methods to guide individuals (subordinates, peers, seniors) or teams towards specific goals. Participates fully, demonstrating commitment and motivation to achieve objectives and targets.

**Planning &** Establishes an appropriate course of action for oneself and others

**Organising:** to accomplish specific goals and operate within deadlines while managing their time as efficiently as possible.

**Motivation:** Focuses energy to make things happen with positive results.

**Flexibility:** Demonstrates the ability to adapt to all situations and to achieve tasks quickly and efficiently and within the set deadlines.  
Understands and responds to change in the organisation and is solution-orientated.

**Initiative:** Generates ideas and acts to solve problems.

**Judgement:** Makes decisions, analyses data, generates new ideas and determines priorities.

**Communication:** Demonstrates clear communications at all levels.

**Creativity:** Uses creative practices to solve problems and engage and facilitate the development of others.