

# Personnel Specification

**Job title:** Clogher Valley SureStart Project Manager

## Essential Criteria

At the closing date applicants must have:

- A degree level qualification or equivalent in the field of Social Work or Health or Business Management or Community Development or Early Years Care and Education.
- Three years' experience in effectively leading and managing staff to achieve strategic outcomes within timescales and budget.
- Experience of strategic development and implementation at middle/senior management level including management of significant change.
- Experience of sound governance, reporting and effective working with a board of management/ committee to achieve organisational objectives.
- A proven track record to effectively manage financial and service resources to meet strategic targets, preparing and monitoring budgets.
- Demonstrate an ability to recognise, understand and encompass different agency cultures and effectively lead staff in a multi-agency context.
- Knowledge of the issues relating to young children and families and the SureStart aim's and objectives and how these can be achieved.

## Desirable Criteria

- Post graduate level qualification

For those candidates who meet the essential criteria the following competencies will be assessed through an interview and a range of tasks.

<b>Leadership</b>	
Leads, involves and motivates others. Actively encourages others to work towards a common goal, delegating as appropriate.	
Role model	<ul style="list-style-type: none"> <li>• Demonstrates leadership qualities and professional boundaries in all areas of work to inspire</li> <li>• Role models higher order thinking skills</li> </ul>
Strategic thinking	<ul style="list-style-type: none"> <li>• The ability to think strategically about the vision and strategic objectives of a setting and can deliver succinct presentation of facts, implications and options.</li> <li>• Ability to enable leadership to explore own actions and options through skilful facilitation of discussion supporting increased awareness and skill in them</li> <li>• Ability to negotiate, monitor and review budgets in order to deliver key objectives and outcomes.</li> </ul>
Decision making and problem solving	<ul style="list-style-type: none"> <li>• Consistently projects a confident, controlled and focused attitude at all times, regardless of the situation or demands on own time.</li> <li>• Analyses data, trends, statistics, performance and outcomes measures to inform decisions</li> <li>• Identifies and leads the actions to bring about success whilst encouraging others to work together to reach a positive outcome</li> </ul>

Coaching and mentoring	<ul style="list-style-type: none"> <li>• Strong inquiry and advocacy skills demonstrating which skill to employ for effectiveness</li> <li>• Listening &amp; responding effectively using substantiated evidence and advice utilising a professional direct approach</li> </ul>
Change management	<ul style="list-style-type: none"> <li>• The ability to lead a significant change management process through leading from the front and modelling the change required</li> </ul>
Conflict Management	<ul style="list-style-type: none"> <li>• Enhances the learning and group outcomes, including effectiveness or performance in the setting by various conflict resolution techniques</li> </ul>

<b>Social Emotional intelligence</b>	
<p>Able to recognise and manage own feelings appropriately and in relationships, as well as understanding what other people are feeling.</p> <p>Uses skills needed to handle and influence other people's emotions effectively</p>	
Communication	<ul style="list-style-type: none"> <li>• Uses clear positive communication both within and outside the organisation and at all levels.</li> <li>• Expresses issues and concepts clearly and confidently, verbally and in writing and displays active questioning and listening skills.</li> <li>• Confident and skilful at delivering difficult messages</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Establish partnership working with clear roles and responsibilities.</li> <li>• Demonstrates resilience, perseverance and positivity with stakeholders</li> </ul>
Persuading, influencing and negotiating	<ul style="list-style-type: none"> <li>• The ability to communicate effectively with a wide range of stakeholders using a range of persuasive, influencing and negotiating skills.</li> <li>• Proven ability to deal with confidential matters with discretion.</li> </ul>

<b>Technical Competence</b>	
<p>Demonstrates the knowledge and skill to perform the activities consistently and over time evidencing high quality work and productivity</p>	
Plan and prioritise	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to the provision of high quality and safe services with an ability to drive a culture of continuous improvement.</li> <li>• Provides clear solutions to problems for action setting</li> <li>• Creates and implements effective plans, to deliver objectives, ensuring priorities are understood and met.</li> <li>• Demonstrable ability to multi-task, work to deadlines and use initiative</li> </ul>
Report writing	<ul style="list-style-type: none"> <li>• Creates professional reports and documentation which matches the need of the audience/s which is succinct with a clear focus on outcomes, impact and next steps.</li> </ul>
IT	<ul style="list-style-type: none"> <li>• Uses a range of IT systems and programmes with efficiency and impact.</li> </ul>

<b>Commitment to excellence</b>	
<p>Constantly strives to improve team performance and achievement for the organisation and within the sector. Provides exceptional service and encourages others to do the same.</p> <p>Identifies actions for improvements and ways to add value to service provided to the sector.</p>	
Approach	<p>Ensures communication and planned actions are challenging, realistic and achievable for rapid and sustained improvement (firm but fair)</p> <p>Ensures the ongoing development of policies, procedures and protocols to deliver improved outcomes for children and families.</p>