



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Project Manager - ASCH Transformation

Department: Adult Social Care and Health

Grade: [Local Managerial Grade 1](#)

Responsible to: Project Delivery Manager

Purpose of the Role:

The Transformation Team within Adult Social Care & Health are looking for a dynamic, outcomes focussed Project Manager to implement and embed innovative new ways of working across services. The role will involve digital development as well as business process and service improvement for the benefit of the citizens of East Sussex.

With excellent project management skills and a strong understanding of social care provision and priorities and you will engage with operational and back-office teams and wider stakeholders to deliver change projects that streamline services and improve outcomes for local residents. You will have experience of working with staff at all levels, often in multi-agency partnerships; and a proven track record in initiating, managing and evaluating projects that deliver the intended benefits.

If you are enthusiastic, energetic and committed to making a difference in public services then this is the role for you.

Key tasks:

1. Undertake cost/benefit analysis and produce business cases to inform effective decision-making.
2. Coordinate and lead on the design, management and implementation of projects, ensuring the necessary governance, delivery of the required outcomes and management of any budgets or resources that are attached to the project.
3. Design and put in place rigorous evaluation and performance monitoring throughout planning, implementation and review of projects.

4. Establish appropriate governance arrangements for projects, including working with colleagues and partners as required to ensure developments are appropriately aligned and integrated with other key projects and workstreams.
5. Compile reports and present to managers, stakeholders, committees and groups as required.
6. Critically analyse data from a range of sources and provide management information and reports that support evidence-based decision making.
7. Ensure that project plans and proposals are in line with East Sussex County Council policies and strategies, enhance efficiencies and citizen experience, whilst ensuring best use of public resources and supporting the achievement of relevant savings targets.
8. Plan, influence and proactively manage business and practice change to maximise the benefits of projects.
9. Identify and manage risks and issues effectively between the project implementation team and services.
10. Undertake training needs analysis for key staff and stakeholders. Where a need is identified, ensure that appropriate training is available and accessed. Deliver bespoke training sessions as required.
11. Arrange for the closure of projects, including stakeholder and governance sign off, including the production of required documentation for hand over to the appropriate commissioning, operational and/or technical support managers.
12. Review relevant policies and procedures where required, ensuring they are fit for purpose; and amend, strengthen or create policies and procedures where appropriate in support of the project delivery.
13. Make recommendations on future work and associated resource requirements where appropriate.
14. Lead and direct project group members, as appropriate, to deliver required outcomes.

Recognising that ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and align strategic decisions with them, proactively seeking appropriate opportunities in your work/service area, and that of others, to contribute, in consultation with your line manager; in particular, but not limited to:

- Net zero emissions targets – reduce the environmental impact of your work, and that of the services you are responsible for.
- Equality, Diversity and Inclusion – proactively contributing to an inclusive and supportive working environment.
- Making the best of our resources - always being aware of what you can do to maximise the use of public monies in the services we both commission and provide, and proactively identifying areas to improve value for money wherever possible.

PERSON SPECIFICATION

Essential key skills, abilities, knowledge, experience, values and behaviours

1. Experience of project management
2. Experience of translating local and national initiatives and policies into practice
3. Highly organised with the ability to effectively manage, prioritise and organise workload, and work under pressure.
4. Ability to present complex information clearly in a variety of formats, in a wide range of settings, including preparation and presentation of reports to a wide range of stakeholders.
5. Ability to negotiate and influence.
6. Ability to build the trust of colleagues and stakeholders and offer credible information and advice.
7. Ability to deliver projects on time and in budget, including making decisions when dealing with constant and conflicting demands on time.
8. Analytical skills and ability to interpret complex data.
9. Ability to use IT to manage projects e.g. Excel, Outlook, PowerPoint, Co-pilot, MS Project and Visio etc.
10. Ability to chair and facilitate meetings.
11. Ability to work as a team member and on own initiative.
12. Knowledge of project management methods and their application, including risk and issue identification and management.
13. Knowledge of relevant departmental services in relation to project, including knowledge of relevant legislation and policy.
14. Knowledge of public sector and current national and local agenda for County Councils, Adult Social Care and partner organisations.
15. Experience of working across and between organisations and with multiple stakeholders including external partners.

16. Ability to self-motivate and work on own initiative without supervision.
17. Ability to demonstrate an understanding of and commitment to equal opportunities.
18. Professional, diplomatic, innovative, change orientated.
19. Full driving licence or the ability to demonstrate how meet the travel requirements of the role.

Desirable key skills, abilities, knowledge, experience, values and behaviours

20. Recognised Project Management qualification e.g. PRINCE2 / Agile.

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Name of person created/amended document: Froud Radford

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No