

OUR LADY AND ALL SAINTS MULTI ACADEMY COMPANY

MAC DEVELOPMENT PROJECT MANAGER

(initial fixed term 12 month contract)

Responsible to: The Headteachers, Governing Bodies and Shadow Board of Directors

Hours of Work: 4 days per week, flexibility essential

Post to commence: Autumn 2019

Core Purpose

The Our Lady and All Saints MAC Development Project Manager will lead on the development and delivery of the conversion to MAC and associated projects/collaborative work for the following schools initially:

- Guardian Angels Catholic Primary, Birmingham
- Our Lady's Catholic Primary, Birmingham
- Our Lady of Compassion Catholic Primary, Solihull
- Our Lady of the Wayside Catholic Primary, Solihull
- St Andrew's Catholic Primary, Solihull
- St Anne's Catholic Primary, Solihull
- St Anthony's Catholic Primary, Solihull
- St Augustine's Catholic Primary, Solihull
- St Edward's Catholic Primary, Warwickshire
- St George & St Teresa's Catholic Primary, Solihull
- St John the Baptist Catholic Primary, Solihull
- St Peter's Catholic Secondary, Solihull
- St Wilfrid's Catholic Primary, Birmingham

This will involve working alongside Headteachers, Governing Bodies, the Shadow Board of Directors, school business teams and external consultants in the conversion process and delivery of strategically important corporate projects and programmes. The post holder will maintain and uphold the Catholic ethos and aims of all schools.

The post holder will:

- Ensure and maintain robust projects and programme management processes to ensure that the conversion projects and associated programmes are delivered to the prescribed targets for schedule, costs, quality, performance and risk.
- Secure stakeholder engagement in project and programme development and deliver and bring together partners through establishing and managing a number of Project teams to achieve conversion deadlines.
- Be responsible for developing effective project and programme management structures across the MAC and oversee specific cross academy capital programmes as required.

Duties and Responsibilities

Leadership

- Play a full and active part in the MAC leadership teams with specific responsibility for leading the conversion project, developing and overseeing implementation of partnership structures, processes, programmes/collaborative development plans

Strategic Planning

- Ensure the Multi Academy Company makes the best possible use of resources through effective strategic planning, including consideration of all financial implications
- Produce timely and fully costed proposals and ensuring they are sustainable, for example, through future budget proposals.
- Understand the effects and implications of government policies, legislation and directives and be aware of current educational initiatives and long-term educational trends and developments and their impact on the MAC
- Ensure strategically important projects and programmes are delivered to the prescribed programme, budget and assumed targets

Management and Delivery

- Lead, direct, coordinate and supervise the conversion project and on-going development of the MAC collaborative working programme in association with the project team, Headteachers', Directors and Governors when appointed and relevant consultation processes.
- Manage the interface with all areas of the MAC, Department of Education, Diocese and LA contributing to the development process
- Manage development of projects and services including establishing and maintaining effective project and programme management processes.
- Identify potential problems, disputes or conflicts and resolving them with the cooperation of all concerned in the best interest of the Multi Academy Company
- Work with external partners and consultants to produce documents and studies on which the Governors/Board of Directors and Headteachers can base strategic development decisions
- Work in collaboration with representatives from Diocese academies and external partners to support the conversion process and share best practice
- Manage the involvement of external consultants including procurement of services, performance against pre-determined key indicators and payment of fees
- Ensure the required levels of reporting takes place from committees, subgroups and workgroups to the Board of Directors/Governors/Headteachers and external agencies e.g. Diocese/DfE/LA
- Ensure project decisions and approvals are given in a timely manner within project programme deadlines
- Ensure the effective working with internal and external partners in project development and delivery both for the conversion and whole MAC development plans
- Be responsible for marketing and liaison including the website development and promoting the MAC to different audiences to raise the profile within the local community
- Forge appropriate relationships with agencies to secure project funding as appropriate
- Establish suitable governance and working arrangements for external partners, project teams, board, committees, subgroups and workgroups

- Establish mechanisms to address issues impacting on delivery of projects and development plans
- Develop and maintain good working relations with key stakeholders/partners
- Provide programme/project management support across the committees, subgroups and workgroups as required for specific programmes
- Prepare and monitor project plans for the MAC conversion and future development. Prepare reports and briefing notes for appropriate groups when required to keep performance under review and propose any necessary changes
- Ensure co-ordination of staff (internal/external) and other resources to complete tasks within the conversion project plan and future MAC development plans
- Provide advice, direction and support to staff within assigned committees, subgroups and workgroups
- Collate information for performance and development reviews undertaken by management staff.
- Responsible for relationships with relevant Board members, stakeholders, partners and the public
- Contribute to the management of and ensure synergy across the MAC
- As Project Manager liaise with the Department of Education and Diocese
- Be a member of external/internal project task groups as required

Relationship Management

- Maintain and role model the Catholic values and principles of the MAC
- Act as a bridge to facilitate closer working relationships between teaching and support staff across the MAC as well as with the local parishes and develop MAC policies for working with contractors and outside agencies.
- Adopt a strong, caring and flexible leadership and management style so as to influence and motivate staff.

Meeting and Events

- Attend and participate in such meetings/other working groups as are appropriate to the role
- Attend in school and out of hours meetings as necessary

Professional Development

- Attend and participate in staff development programmes as appropriate

Management and Delivery

- To ensure that all tasks are carried with due regard to health and safety and safeguarding

Individuals have the responsibility for promoting safeguarding the welfare of children and young people he/she is responsible for or comes into contact with

This job description sets out the main duties of the post at the date when it was drawn up; it does not provide an exhaustive list of duties. Duties may vary from time to time without changing the general nature of the post or the level of responsibility. Such variations are a common occurrence and cannot justify a reconsideration of the grading of the post.