



Project Lead Migration

Reports to:	Homes for Ukraine Programme Manager		
Department:	Children Young People & Community Development	Grade:	PO3
DBS Status:	Enhanced DBS	Politically restricted:	No

Job Purpose:

To support the Migration Team manager to set the strategic direction for the council related to new migration, ensuring a swift response to changing government policies, and administering government and council schemes. Proactively building relationships with internal and external customers and a range of partners and leading on the development and delivery of new processes and projects to deliver the council’s aim to be a Council of Sanctuary.

Values

- Collaborate proactively.
- Lead inclusively.
- Embrace change.
- Be bold and curious.
- Celebrate and share our success.

Job specific roles and responsibilities

1. Deliver high-quality, cost-effective services to internal and external customers; undertaking and supporting projects and assignments on behalf of specific council departments and overseeing the implementation of services in relation to government refugee or migration schemes, including Homes for Ukraine.
2. Ensure current understanding of the key business processes, systems and procedures; national and local policies; and best practice developments for different areas of lead responsibility.
3. Provide policy and project support to boards, steering groups, networks, and contributing partners.
4. Write reports and presentations for senior management, boards, steering groups and other situations, presenting information clearly and concisely.
5. Liaise with relevant central government departments, and their providers. Provide considered feedback and respond to consultations.
6. Manage the collection, collation and analysis of information, including qualitative and quantitative data analysis, contribution to reports, and providing accurate information for statutory returns.
7. Matrix manage teams of up to eight people from different departments in the council, to deliver complex projects with multiple and sometimes competing priorities, provide an end to end solution focused approach that manages, and delivers expectations, protects the council’s reputation and supports the delivery of the desired outcomes.
8. Enable collaborative working through networks and other initiatives with Brent Council Staff, Brent’s partners and stakeholders, including the community voluntary sector, together identifying need and designing and delivering innovative and effective solutions, ensuring contributions from those with lived experience.

9. Attend and contribute to relevant London-wide networks to learn and share best practice, feedback arising issues and develop cross-borough partnerships.
10. Design, develop, deliver, and lead engagement and community research activities and events, tailoring to different audiences to invigorate interest, relay complex issues, and effectively draw out views, priorities and insights to inform strategies, and service design, including the annual visioning day, which determines the action plan for the following year.
11. Lead on customer communication and engagement, designing and developing materials and events to provide information, support, and social activities
12. Be diligent with money, following best procurement practice to identify the most appropriate provider; provide robust contract monitoring, and report any suspected fraud and provide information for any investigation which may result, including abuse of government schemes.
13. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults.
14. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills and qualifications)

Knowledge and Qualifications

1. Knowledge of the Homes for Ukraine scheme and other government refugee schemes.
2. Knowledge of the situation in Ukraine and other conflicts and resulting political sensitives.
3. Knowledge and understanding of the major factors, influences and challenges facing local government.

Experience

1. Experience of successfully leading projects including:
 - a. Managing events from conception to execution
 - b. Gathering feedback and using it to improve future events
2. Experience of building effective relationships and working in partnership with and influencing a range of different stakeholders, and internal teams to deliver successful outcomes and lead on and support the delivery of complex projects.
3. Experience of commissioning services for disadvantaged cohorts, understanding and negating the difficulties of accessing these services.
4. Experience of improving service delivery to support the business objectives.

Skills and Abilities

1. Ability to research, prepare and present information clearly and concisely in writing, (reports, policies, guidelines) and verbally for different audiences, from customers to senior management and Councillors.
2. Excellent interpersonal, communication, negotiation and influencing skills.
3. Ability to work effectively across departmental boundaries, maintaining discipline and motivating staff to deliver excellent outcomes.
4. Ability to take responsibility for your own activities, decisions and outcomes, manage resources and workloads and consistently meet deadlines.
5. A strong role model who demonstrates a personal commitment to high standards of public service, honesty and integrity and professionalism.

6. Identify and encourage innovative and effective solutions, support a “can do” culture and achieve results, and make sound judgements and decisions.
7. Ability to communicate effectively in oral and written form with a wide audience including Council staff, members of the public and outside organisations.
8. Highly organised with an excellent attention to detail.
9. Strong time management and multi-tasking skills to meet tight deadlines.
10. Able to use information systems and databases to record service information and generate reports required by the service.

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs