

Job Description and Person Specification

Post Title:	DFG Project Manager
Reports to:	Lightbulb Service Manager
Scale:	7
Politically Restricted:	No

Overall Purpose

1. To improve the health and wellbeing of our residents through the delivery of Lightbulb across Leicestershire providing practical and integrated housing support for people to remain independent in their own home.
2. To lead the development and implementation of an improvement, integrated approach to the delivery of Disabled Facilities Grants (DFGs). This role ensures services are preventative, person centred and support residents to live independently at home.

Key Roles, Tasks and Responsibilities

1. To lead the transformation of DFG delivery by designing and implementing streamlined processes and new ways of working
2. Work with partner organisations and stakeholders to understand and map current DFG processes, identify inefficiencies and propose a new approach that improves customer experience and reduces duplication and delays.
3. Create a new approach to DFG delivery in Leicestershire streamlining our current process and effectively creating a new way of working.
4. Work in partnership with a range of internal colleagues across the seven local authorities, Leicestershire County Council and a range of external partners to make improvements and create an effective and integrated process for service delivery moving forward.
5. To produce and manage a comprehensive project plan including a PID to deliver changes aligned with Lightbulb objectives.
6. Coordinate with internal and external stakeholders to drive service improvement and gain buy in for proposed service changes
7. Document any improvements required and negotiate with relevant partners to get their agreement before implementation to ensure buy in from all the agencies involved.
8. Gather input from service users, carers and community groups and other stakeholders to shape what the project should look like.
9. Conduct a comprehensive review of all existing Lightbulb pilots to evaluate their efficiencies, capture lessons learned and map the future of current pilots.
10. To lead on communications in relation to the project including writing reports, undertaking presentations, attending and chairing, where required, relevant meetings.

11. To actively engage with colleagues in health to ensure their agendas are reflected in any proposed changes to operating approaches
12. Identify risks and any potential issues that could affect the progression of the project and work to identify solutions
13. To closely maintain the project schedule, monitoring and achieving deadlines for each project task.
14. Continuously analyse and review processes to ensure efficient use of all resources available.
15. Establish and maintain a risk register and work with the Service Manager to find solutions if difficulties or delays arise.
16. To perform any other duties as may be assigned to the post by the Service Manager.

Post Characteristics

Allowances: mobile phone provided, Travel expenses for casual car user

On call/emergency situations: No

Security/safeguarding checks: None

Health and Safety Responsibilities

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.
6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Desirable:

Knowledge of adult social care systems or the needs of vulnerable people (*3,4)

Knowledge of effective management and evaluation of multi-agency funded projects (*3,4)

Experience

Essential:

Experience of working with a range of partners and organisations to deliver projects to support vulnerable residents (*3,4)

Developing and delivering project plans including managing risk (*3,4)

Evaluating projects including presenting updates and writing reports (*3,4)

Desirable:

Undertaking consultations with service users/carers and community groups to inform the development of the project (*3,4)

Skills/Abilities

Essential:

Organisational skills, including ability to keep parties on-track, manage competing demands and workload to meet project timescales (*3,4)

Excellent interpersonal communication skills to enable effective work with internal colleagues from different local authorities, external stakeholders and partners as well as the ability to engage community groups and members of the public of all ages, backgrounds and abilities (*3,4)

Excellent attention to detail to ensure the project is delivered according to the original project plan and the objectives are met (*3,4)

Excellent written skills and the ability to produce a range of materials to provide progress/evaluation reports (*3,4)

Excellent IT skills including Microsoft office and other windows-based software (*3,4)

Proven ability to work independently and take initiative to achieve objectives and resolve problems (*3,4)

Ability to work within a tight budget (*3,4)

Desirable:

Qualifications/Training

Essential:

Driving Licence (*3,5)

Desirable:

Degree or equivalent or considerable relevant experience (*3,5)

Other

Essential:

Willing and able to work flexible hours including some unsocial hours (*3)

Able to travel around Leicestershire including visiting other local authorities in pursuit of duties (*3)

Access to own vehicle and willingness to use the car for business purposes (*3)

Desirable:

Method of assessment*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

Job Description and Person Specification details:

Reviewed by:	HET and Interim Lightbulb Service Manager
Latest Version Date:	May 2025
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