

JOB DESCRIPTION

Job Title	Digital Infrastructure Project Manager
Salary Band	SCP 37-40
Reporting to	Programme Manager: Digital Infrastructure
Directorate	Corporate Services
Service Area	Delivery and Assurance Unit
Contract	Permanent
Political Restriction	No

1. Primary Purpose of the Post
To provide high quality project management across a group of interrelated digital infrastructure projects to ensure objectives and benefits are realised.
2. Key Role Specific Responsibilities
<ol style="list-style-type: none"> 1. Develop and lead the project(s) through all stages of initiation, delivery and close within time, cost and quality parameters. 2. Be able to demonstrate a keen interest in the digital infrastructure sector. 3. Develop and use technical and sector-specific knowledge to lead assigned projects. 4. Work collaboratively with Local Authorities and industry on approaches that maximise digital infrastructure deployment. 5. Forge collaborative relationships with key project stakeholders including CA Directors, Project Sponsors and subject matter experts as well as LCR-wide stakeholders. 6. Work with PMO colleagues to put in place proportionate project governance arrangements to ensure appropriate levels of oversight and stakeholder engagement in line with the Project Management Framework. 7. Develop and maintain project management artefacts - Tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating as appropriate. 8. Oversee the development and execution of project communications and engagement plans. 9. Where appropriate, work with the LCRCA Procurement team to procure external services, ensuring effective oversight of contractor resource and supplier input, ensuring compliance with contractual commitments. 10. Manage the project budget - working closely with PMO colleagues and the LCRCA finance and audit functions to ensure that there is thorough understanding of the financial position of each project. 11. Organise, facilitate and participate in project-related meetings, workshops and events (including off site). 12. Prepare reports, briefing papers and other documents, as required, working closely with PMO staff. 13. Participate in work to continuously improve project delivery at the CA.



3. General Corporate Responsibilities

- Participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Support the scrutiny process established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct, and effective communication and involvement with all stakeholders.
- To share and communicate a clear understanding of the LCRCA equality, diversity and inclusion priorities internally and externally.
- To adhere to LCRCA policy and procedure guidelines in all areas including Health and Safety
- To carry out such other duties as may be directed, commensurate with the grading of the post.

4. General Managerial Responsibilities

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

PERSON SPECIFICATION

Service Area: Mayoral Programme Delivery
Job Title: Digital Infrastructure Project Manager
Grade: SCP 37 – 40 (Depending on experience)

Note to Applicants. Essential criteria are marked with *. All other criteria are desirable.

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK) (D)	A
Experience & Knowledge	Project and/or Programme experience, preferably supported by relevant qualifications. (E)	A, I
	Enthusiasm for, and subject matter knowledge in, digital infrastructure. (E)	A, E, I
	Knowledge/experience of local government decision making processes (D)	A, I
Skills/Abilities	Able to work under pressure in a fast-paced environment and capable of delivering to short timescales. (E)	A, I
	Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (e.g. SharePoint) (E)	A, I
	Pro-active, a self-starter with the ability to work with minimum supervision, will need to be able to use own initiative and set own deadlines; strong time management skills are essential. (E)	A, I
	Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels. (E)	A, I
	Good verbal and written communication skills with attention to detail. (E)	A, I
Alignment with Mayoral Programme Delivery Competency Framework	<p><u>SCP 37 - 40</u> Working Knowledge” of all of the following technical competencies and “Proficient” level emerging in more than one competency (E):</p> <ul style="list-style-type: none"> • Commercial management • Budgeting & financial management 	A, E, I



	<ul style="list-style-type: none"> • Business case & benefits management • Governance & controls • Communications & stakeholder management • Planning, scheduling, dependency management • Quality management/solution design • Change control • Resource, capacity & capability management • Risk & issue management <p>“Advanced” in some of the following behavioural competencies and “Established” in all others (E):</p> <ul style="list-style-type: none"> • Seeing the big picture • Innovating • Working with ambiguity & complexity • Setting the right example • Communicating & influencing • Collaborating • Developing self & others • Operating with ethnics & professionalism 	A, E, I
Education/ Qualifications	Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK) (D)	A, I
Commitment	N/A	
Other	N/A	

Key to Assessment Methods:

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment