

Job Description

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| Job Title | Project Manager |
| Grade | PO12 |
| Reporting To | Programme Manager |
| JD Ref | CSUP0050P |

Purpose

The post holder will be accountable for the management of Strategic Change projects ensuring that agreed outputs are delivered in line with standards developed by the Council's Senior Leadership Team (SLT).

In doing so, the post holder will ensure that all projects are supported by authorised business cases, are appropriately funded and resourced, and successfully delivered within the specified tolerances of benefits, cost, quality, risk, scope and time.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- An ability to operate the council's corporate & leadership behaviours, including leading people, valuing individuals and managing performance.

Team Leadership and Management:

- Support the Resource Strategy of the Programme Management Office to ensure that the right skills are available at the right time for projects.

Communication, Engagement and Training:

- Ensure there is a clear agreement in relation to the project objectives, required outputs, business impact, delivery approach, and risk trade off to be delivered.
- Ensure project risk exposure is understood by key stakeholders and is being proactively managed.

Data Analysis and Decision-Making:

- Support negotiations with third party suppliers to control the effective delivery of third-party solutions to the Council and to influence third party suppliers to ensure solutions are tailored to meet requirements.

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- Contribute significantly to the development of a budgetary framework that supports more integrated working, shared commissioning, partnership working and alternative delivery models, including the development of costing and charging methodologies, ensuring where appropriate that charged for services are fully costed.

Performance Management:

- Report progress, insights and prognosis on projects through defined governance mechanisms advising immediately if tolerance levels are breached.
- Create and manage end-to-end plans that cut across multiple functions taking corrective action where necessary.
- Ensure critical success factors identified by key stakeholders are considered and managed on an ongoing basis, managing stakeholder expectations in line with project outcomes.

Compliance:

- Produce and maintain project documentation to agreed standards for delivery to the Council's Portfolio, Programme and Project Boards.

Other: Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- PRINCE2 Practitioner level or equivalent.
- *Desirable – Management of Successful Programme (MSP).*
- *Desirable – Management of Risk (M_o_R) or equivalent risk management qualification.*

Knowledge & Skills

- Project planning, monitoring and reporting techniques.
- Sound ICT skills with ability to use software tools for scheduling, resource management, reporting, analysis and communication.
- Strong ability to quickly identify, understand and resolve issues and risks in a structured and defined project environment.
- Excellent verbal, written and listening communication skills.
- Strong and effective leadership skills with the ability to motivate others.
- Flexible, organised, solution focused with good analytical and problem solving skills.
- Effective time management with the ability to work to tight deadlines, balance conflicting priorities and manage own workload.
- Highly motivated and capable of motivating and supporting others in the project team.
- Excellent interpersonal and negotiation skills, sound emotional intelligence with the ability to thrive in.
- Strong decision-making skills with the ability to lead during times of ambiguity.
- *Desirable - Sound understanding of local government and the transformation agenda.*
- *Desirable - A sound understanding of the wider public sector.*
- *Desirable - Knowledge and /or experience of other project management methodologies (agile, waterfall etc).*



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Experience

- A track record of successfully delivering projects as part of a change programme with an ability to take responsibility for tasks and deliver results.
- Sound knowledge and experience of using and applying structured project management methodology including risk and issue management and escalation, budget management, providing assurance and reporting to Project Board, etc.
- Using effective work planning, resource allocation, and monitoring techniques to manage numerous projects involving multi-disciplined teams from across the organisation and in accordance with agreed project tolerances.
- Experience of dealing with and influencing senior managers and Elected Members.
- Able to work with colleagues, partners and stakeholders to build commitment and strengthen collaboration to support the delivery of effective Council services.
- Experience of stakeholder analysis and engagement.
- Experience of contract management of consultancy resources.
- *Desirable - Experience of working within portfolio, programme and project offices (P3O) or Programme Management office (PMO).*
- *Desirable - Experience of implementing alternative delivery models within the local government sector.*
- *Desirable - Experience of the procurement and tendering process.*
- *Desirable - Experience of client liaison and negotiation with third party suppliers.*
- *Desirable - Experience of working within public sector partnerships.*

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Sian Hartley

Date Of Approval: 25/07/2024



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