

## ROLE DESCRIPTION

<b>Job Title</b>	Project Manager
<b>Salary Band</b>	SCP 33 - 36
<b>Reporting to</b>	Head of Planning
<b>Directorate</b>	Policy and Strategy
<b>Service Area and sub area</b>	Policy and Strategy
<b>Team</b>	Spatial Planning Team
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
To provide high quality Project Management to ensure the Spatial Development Strategy (SDS) project objectives are met, the project is completed on time and within budget.
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• Develop and lead the project through all stages of initiation, delivery and close within time, cost and quality parameters.</li> <li>• Building up sufficient technical and sector-specific knowledge as appropriate to lead assigned projects.</li> <li>• Forging collaborative relationships with key project stakeholders including CA Directors, Project Sponsors and subject matter experts.</li> <li>• Working with spatial planning team 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.</li> <li>• Developing and maintaining project management artefacts - tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions and benefits planning and realisation, escalating as appropriate.</li> <li>• 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.</li> <li>• Managing the project budget - working closely with spatial planning team colleagues and the LCRCA finance and audit functions to ensure that there is thorough understanding of the financial position of each project.</li> <li>• Organising, facilitating and participating in project-related meetings, workshops and events (including off site).</li> <li>• Preparing reports, briefing papers and other documents, as required, working closely with spatial planning team colleagues.</li> <li>• Participating in work to continuously improve project delivery at the CA.</li> <li>• Apply different project methodologies to suit project requirements and context</li> </ul>



### **3. General Corporate Responsibilities**

- To support the implementation of the City Region's devolution agreement and wider strategic priorities;
- To support the Head of Planning in the development of effective city region and cross-portfolio collaboration;
- To represent the LCRCA in correspondence with customers and the LCR public and partner organisations, serving to raise the reputation of the LCRCA and promote its interests and people;
- To operate in a manner that places customers first, adopts a can-do approach and focuses on communities and working locally;
- To advise and provide information to the Principal Officers and Head of Planning to inform planning decision making processes;
- To 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 LCRCA's core values by modelling appropriate behaviours; and
- Support the LCRCA's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

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.

### **4. Recruitment Plan**

Competency Based Interview  
Assessment

## PERSON SPECIFICATION

**Job Title:** Project Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK, Agile)	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Project and/or Programme Management experience, preferably supported by relevant qualifications.	E	AI
Able to work in a fast-paced environment and capable of delivering to short timescales.	E	AI
Knowledge/experience of local government decision making processes	D	AI
Knowledge/experience of different project delivery methodologies and their practical applications (e.g. Agile)	D	AI
Working Knowledge of the following technical competencies <ul style="list-style-type: none"> <li>Budgeting &amp; financial management</li> <li>Governance &amp; controls</li> <li>Communications &amp; stakeholder management</li> <li>Planning, scheduling, dependency management</li> <li>Resource, capacity &amp; capability management</li> <li>Risk &amp; issue management</li> </ul>	E	AI

Skills and abilities	E = Essential D = Desirable	Identified By
Excellent IT skills with proven ability in all Microsoft Office products and familiarity with collaborative working IT solutions is desirable (e.g. SharePoint)	E	AI
Good verbal and written communication skills with attention to detail	E	AI
Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels	E	
Personal Attributes	E = Essential D = Desirable	Identified By



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.	<b>E</b>	<b>AI</b>
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<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Established” in the following behavioural competencies <ul style="list-style-type: none"> <li>• Seeing the big picture</li> <li>• Innovating</li> <li>• Working with ambiguity &amp; complexity</li> <li>• Setting the right example</li> <li>• Communicating &amp; influencing</li> <li>• Collaborating</li> <li>• Developing self &amp; others</li> <li>• Operating with ethics &amp; professionalism</li> </ul>	<b>E</b>	<b>AI</b>

**Key to Assessment Methods:**

I – Interview	A - Application
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