

ROLE DESCRIPTION

Job Title	Digital Infrastructure Project & Commercial Manager
Salary Band	SCP 33-43 (Depending on experience)
Reporting to	Digital Infrastructure Programme Manager
Directorate	Resources
Service Area and sub area	Delivery & Assurance Unit
Team	Digital Infrastructure
Political Restriction	N/A

1. Primary Purpose of the Post
<p>To provide high quality project management whilst developing and delivering a group of interrelated digital infrastructure projects to ensure objectives and benefits are realised.</p> <p>To manage digital infrastructure projects which have been delivered by the Combined Authority and are in the operational phase. The post-holder will be required to manage contracts and work with internal and external stakeholders to ensure project outcomes are achieved in alignment with Combined Authority's Corporate Plan.</p>
2. Your responsibilities
<ul style="list-style-type: none"> • Responsibilities associated with the commercial management of LCR Connect; including, but not limited to, financial management, KPI management and Business Case development. • Preparing and delivering reports, briefing documents and presentations to a range of audiences. • Develop and lead the project(s) through all stages of initiation, delivery and close within time, cost and quality parameters. • Using technical and sector-specific knowledge to lead assigned projects. • Work collaboratively with Local Authorities and industry on approaches that maximise digital infrastructure deployment. • Forge collaborative relationships with key project stakeholders including CA Directors, Project Sponsors and subject matter experts as well as LCR-wide stakeholders. • 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. • Develop and maintain project management artefacts - Tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions, escalating as appropriate. • Oversee the development and execution of project communications and engagement plans.



- 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.
- 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.
- Organise, facilitate and participate in project-related meetings, workshops and events (including off site).
- Prepare reports, briefing papers and other documents, as required, working closely with PMO staff.
- Participate in work to continuously improve project delivery at the CA.

3. General Corporate Responsibilities

To support the implementation of the City Region's Devolution agreement and wider strategic priorities.

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.

To support the achievement of corporate efficiency targets and initiatives.

To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken

4. Recruitment Plan

Application (A)

Competency Based Interview (I)

Exercise/Presentation (E/P)



PERSON SPECIFICATION

Job Title: Digital Infrastructure Project & Commercial Manager

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

Experience and knowledge	E = Essential D = Desirable	Identified By
Significant Project/Programme/Operational/Commercial management experience in the Built Environment, not necessarily gained in the digital infrastructure field.	E	A, I
Subject matter knowledge in digital infrastructure or a desire to develop knowledge in this field	E	A, I, E/P
Knowledge/experience of local government decision making processes	D	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
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
Ability to draft objective, concise reports based on multiple data sources to tight deadlines	E	A, I, E/P
Quantitative analysis ability and proficient in the use of Excel.	E	A, I, E/P
Financial management	E	A, I
Strong commercial management skills	D	A, I
Good presentation skills, including the ability to use MS Powerpoint	E	E/P

Personal Attributes	E = Essential D = Desirable	Identified By
Able to work under pressure in a fast-paced environment and capable of delivering to short timescales.	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, E/P
A team player and willing to work together to achieve a positive outcome for the benefit of the LCRCA		

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
An understanding of and commitment to the core vision and values of the Combined Authority.	E	A, I, E/P
An understanding of and commitment to equal opportunities.	E	A, E/P
A commitment to providing a high standard of service to stakeholders and partners.	E	A, I

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment