



ROLE DESCRIPTION

Job Title	Project Manager
Salary Band	SCP 33-43 The starting salary will be set at the base range, with exceptions negotiable based on demonstrated skills and experience in line with the LCRCA Project Delivery Competency Framework.
Reporting to	Programme Manager
Directorate	Resources
Service Area and sub area	Delivery and Assurance Unit
Political Restriction	N/A

1. Primary Purpose of the Post
To provide high quality Project Management to ensure project objectives are met, the project is completed on time and within budget.
2. Your responsibilities
• Develop and lead the project(s) through all stages of initiation, delivery and close within time, cost and quality parameters. • Building up sufficient technical and sector-specific knowledge as appropriate to lead assigned projects. • Forging collaborative relationships with key project stakeholders including CA Directors, Project Sponsors and subject matter experts. • Working 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. • Developing and maintaining project management artefacts - tracking risks, issues, assumptions, dependencies, scope changes, actions and decisions and benefits planning and realisation escalating as appropriate. • 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.



- Managing 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.
- Organising, facilitating and participating in project-related meetings, workshops and events (including off site).
- Preparing reports, briefing papers and other documents, as required, working closely with PMO staff.
- Participating in work to continuously improve project delivery at the CA.
- Apply different project methodologies to suit project requirements and context.

The role holder may be required to undertake any other appropriate duties as deemed necessary.

3. General Corporate Responsibility

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

Job Title: Project Manager (SCP 33-43)

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 experience, preferably supported by relevant qualifications	E	A, AC, I
Knowledge/experience of local government decision making processes	D	A, I
Knowledge/experience of different project delivery methodologies and their practical applications (e.g. Agile)	D	A, AC, I
To evidence the competency level required for the base range of SCP 33-36, candidates must demonstrate “Working Knowledge” of half or more of the following technical competencies and “Foundation” level in others. To evidence the competency level required for SCP 37-40, candidates must demonstrate “Working Knowledge” of all of the following technical competencies and “Proficient” level emerging in two or more. To evidence the competency level required for SCP 41-43, candidates must demonstrate “Proficient” in seven or more of the following technical competencies and “Working Knowledge” level in all others. • Commercial management • Budgeting & financial management • 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. • Benefits management	E	A, AC, I

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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, AC, 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
Good interpersonal skills, including an ability to adapt appropriately to deal with people at all levels.	E	A, AC, I
Good verbal and written communication skills with attention to detail.	E	A, AC, I

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision, Priorities and Behaviours of LCR Combined Authority.	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, AC, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
To evidence the competency level required for the base range (SCP 33-36), candidates must demonstrate “Established” level in all Core Behavioural competencies. To evidence the competency level required for SCP 37-40, candidates must demonstrate “Advanced” in two or more Core Behavioural competencies and “Established” level in all others . To evidence the competency level required for SCP 41-43, candidates must demonstrate “Advanced” level in at least half of the Core Behavioural competencies and “Established” level in all others. • Seeing the big picture • Innovating • Working with ambiguity & complexity • Setting the right example • Communicating & influencing • Collaborating • Developing self & others	E	A, AC, I



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| <ul style="list-style-type: none">Operating with ethics & professionalism | | |
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Key to Assessment Methods:

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



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION