

ROLE DESCRIPTION

Job Title	Project Manager
Salary Band	SCP 33-43
Reporting to	Programme Manager
Directorate	Resources
Service Area & sub area	Delivery & Assurance Unit (DAU)
Team	Delivery Services
Political Restriction	N/A

1. Primary Purpose of the Post
To lead the delivery of projects through the full project lifecycle, ensuring agreed objectives, outcomes and benefits are achieved within approved time, cost and quality parameters.
2. Your responsibilities
The Liverpool City Region Combined Authority's Delivery Services team brings together project, programme, business analysis and change professionals who lead some of the most complex and transformational initiatives across our organisation and City Region. The team turns strategic priorities and ideas into well-designed and deliverable change, helping to modernise the organisation and make a positive difference for the 1.6 million residents of the Liverpool City Region. As one of our Project Managers, you will play a key role in delivering change across the organisation, providing leadership, structure and momentum to projects while working alongside stakeholders, sponsors and multidisciplinary teams. With the support of our central PMO, specialist delivery capabilities and Project Management Framework, you will have the autonomy to shape the most appropriate delivery approach for your projects and ensure delivery remains focused on outcomes and benefits. Key Responsibilities 1. Lead assigned projects through all stages of the project lifecycle, from initiation through to delivery and closure. 2. Develop and maintain project plans, schedules and delivery approaches appropriate to project complexity and risk. 3. Establish and maintain effective project governance arrangements in line with the Project Management Framework. 4. Build sufficient technical and sector-specific knowledge to effectively lead assigned projects. 5. Build collaborative relationships with Project Sponsors, Directors, service leads, subject matter experts and delivery partners.

6. Manage project outcomes, deliverables and benefits, ensuring successful implementation and realisation.
7. Manage project risks, issues, assumptions, dependencies, actions, decisions and scope changes, escalating where appropriate.
8. Produce clear, timely and outcomes-focused reporting to support governance and stakeholder decision-making.
9. Work with PMO colleagues to maintain accurate project documentation and management information.
10. Manage project budgets, forecasts and financial reporting in collaboration with Finance, PMO and Audit colleagues.
11. Support procurement activities and supplier management where required, ensuring delivery against contractual commitments.
12. Organise, facilitate and participate in project meetings, workshops and stakeholder engagement activities.
13. Prepare reports, briefing papers, presentations and other project documentation for governance boards and senior stakeholders.
14. Support the continuous improvement of project delivery practices, standards and capability across the organisation.
15. Apply appropriate project delivery methodologies and tools to suit project context and requirements.
16. Contribute to mentoring, coaching and supporting Junior Project Managers, Project Support Officers and other colleagues where required.

3. General Corporate Responsibilities

- Champion the Liverpool City Region Combined Authority's values and behaviours, consistently demonstrating LCR First, Respect and Action Focused in all interactions.
- Act as an ambassador for the Combined Authority, building positive and productive relationships with colleagues, partners, suppliers and stakeholders.
- Contribute to the achievement of the Corporate Plan, Devolution priorities and wider organisational objectives.
- Promote a culture of continuous improvement, learning, collaboration and innovation across programmes, projects and service areas.
- Share knowledge, expertise and good practice to strengthen organisational capability and support the development of colleagues.
- Ensure equality, diversity and inclusion principles are embedded into all aspects of service delivery and decision-making.
- Support the achievement of corporate efficiency, modernisation and transformation objectives.
- Ensure compliance with all relevant legislation, policies, Standing Orders, Financial Regulations, governance arrangements and health and safety requirements.
- Undertake any other duties commensurate with the grade and purpose of the role.

4. Recruitment Plan

Assessment Centre
Competency Based Interview

PERSON SPECIFICATION

Job Title: Project Manager Band 1 (SCP 33-36)

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

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, I
"Working Knowledge" of half or more of the following technical competencies and "Foundation" level in 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

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



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
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
"Established" in the following behavioural competencies: Seeing the big picture; Innovating; Working with ambiguity & complexity; Setting the right example; Communicating & influencing; Collaborating; Developing self & others; Operating with ethics & professionalism.	E	A, AC, I

Key to Assessment Methods:

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



PERSON SPECIFICATION

Job Title: Project Manager Band 2 (SCP 37-40)

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

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, I
"Working Knowledge" of all of the following technical competencies and "Proficient" level emerging in more than one competency: 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

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



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
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
"Advanced" in some of the following behavioural competencies and "Established" in all others: Seeing the big picture; Innovating; Working with ambiguity & complexity; Setting the right example; Communicating & influencing; Collaborating; Developing self & others; Operating with ethics & professionalism.	E	A, AC, I

Key to Assessment Methods:

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

PERSON SPECIFICATION

Job Title: Project Manager Band 3 (SCP 41-43)

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

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, I
"Proficient" in seven or more of the following technical competencies, with "Working Knowledge" of 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

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



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
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
"Advanced" in at least half of the following behavioural competencies, and "Established" in all others: Seeing the big picture; Innovating; Working with ambiguity & complexity; Setting the right example; Communicating & influencing; Collaborating; Developing self & others; Operating with ethics & professionalism.	E	A, AC, I

Key to Assessment Methods:

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