

Job Description

Job Title:	Project Manager
Directorate:	Various – please see Conditions of Service
Section:	Transformation and Improvement
Responsible to	Transformation and Improvement Programme Manager
Grade	Level 12

Job Purpose

To manage and deliver a range of complex and high-level projects and sub-programmes across a Transformation portfolio as well as co-ordinating, monitoring and supporting other strategic and enabling workstreams . Working closely with departmental and enabler leads, programme/project managers and multiple stakeholders to plan, manage and drive achievement of objectives using effective portfolio and programme/project management approaches, taking direct responsibility for the successful delivery of all elements to agreed levels of time, budget and quality. Working in conjunction with the corporate Portfolio Management Office to ensure that transformation projects are delivered on time and to budget

Key Duties / Responsibilities

Strategic Management

- Provide strong leadership to project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.
- Ensure that change is managed effectively by working with relevant project teams and key stakeholders within the business.
- Welcome and support external project assurance and audit. Assist fellow project managers with peer reviews.

Performance

- Provide strong leadership to project resources, framework partners and consultants, defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.
- Manage the successful delivery of a range of highly complex projects and initiatives on time, to budget and of the right quality (using with the City Council's standard project methodology where appropriate), ensuring that regular reporting arrangements are in place to keep project boards and key stakeholders informed.
- Deliver a range of fully assessed options for resolution of highly complex issues in order to drive effective decision-making, monitor interdependencies and risks between projects and escalate risks of potential conflicts where necessary.
- Ensure that a change control procedure is in place and actively used to assess the effect of changes to the projects on costs, timescale and/or resources needs and report these to project sponsors.

- Appraise, coach, mentor, motivate and lead project team members, workstream leads and contractors, and influence them to take positive action and accountability for their assigned tasks
- Acquire an understanding of a problem or situation and the underlying issue in complex problems or situations.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders
- Develop full-scale project plans and associated documentation.
- Work with the corporate PMO team as required

Resource Management

- Proactively utilise business management tools and solutions to effectively manage resources and individual project budgets and expenditure forecasts ensuring delivery of the project to an agreed budget and providing updates on a regular basis.
- Effectively manage project risk through effective analysis, mitigation and contingency planning.
- Responsible for definition, documentation and safe execution of complex projects. Directing and counselling project team members and advising clients/users as necessary.
- Accountable for preparing and maintaining realistic project, quality issues and risk plans, including plans incorporating subprojects and monitors and controls team performance against each plan, providing reports to client/user management and senior management as required.
- Monitors and controls allocated human and material resources, associated revenue costs and all capital costs against the project budget.
- Liaises with other managers; manages client/user and line management expectations for projects
- Manage a range of assigned resources, which may be human, financial or other, to ensure delivery of projects and continuous improvement in service delivery.
- Extensive responsibility for matrix managing of a wide range of officers and supporting staff across a range of disciplines.

Communications

- Develop and maintain effective relationships with senior officers and other key stakeholders, ensuring clear and effective channels of communication.
- Produce high quality deliverables in terms of both content and presentation such as reports, presentations and reasoned arguments.
- Ensure that own projects are formally closed and, where appropriate, subsequently reviewed and that lessons learned are captured and appropriate action taken.

- Establish good working relationships and maintaining contacts with all stakeholder groups.
- Influence and persuade others to take a specific course of action when there is no direct line of command or control

Culture

- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
- To act as an ambassador for the Council, promoting and enhancing the authority's image as a Member-led authority ambitious for the city
- Demonstrate high standards of professional behaviour in dealings with clients, colleagues and staff
- Understand the culture of own, customer and supplier organisations to ensure smooth delivery of projects

Person Specification

Job Title: Project Manager
Directorate: Various – please see Conditions of Service
Section: Transformation and Improvement

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Knowledge and Qualifications			
Level 5 qualification or extensive experience in programme/project management to an equivalent level	✓		
Prince2 and/or other equivalent programme/project management qualification	✓		
Extensive knowledge of relevant Local Government Legislation including procurement and finance	✓		

Experience			
Significant Project management experience working in a complex and challenging programme environment	✓		✓
Significant experience of delivering transformational savings programmes/projects	✓		✓
Significant proven knowledge and experience of project and programme management methodology throughout the lifecycle with a proven track record of planning, executing, controlling and closing projects	✓		✓
Experience of benefits, costs and resources planning and tracking	✓		✓
Experience of delivering transformational savings programmes/projects	✓		✓
Experience of communicating scope, progress and direction of projects both verbally and in writing to senior management team	✓		✓
Experience in developing effective working relationships with diverse stakeholders including senior managers, elected members and external partner agencies.	✓		
Experience of supplier management and awareness of how the external market affects the business and service	✓		

Skills and Abilities			
Manage and motivate teams of professionals in order to meet the aims and objectives of the City Council	✓		✓
Commercial management skills to advise customers on the best way forward for the development of their services.	✓		✓
Excellent presentation skills with high level of interpersonal skills to maintain credible dialogue with the Authority's Senior Management and members.	✓		✓
Political awareness and sensitivity, able to appreciate the role of and work effectively with elected Members, Officers of the City Council and external organisations.	✓		✓
Builds and maintains effective and commercially aware relationships with suppliers	✓		✓
Proactive and resourceful in forward planning and task assignment			✓
Effective prioritisation and co-ordination of a varied workload, with the ability to manage multiple tasks simultaneously with minimal supervision	✓		✓
Strong skills in creating and managing portfolio, project and programme plans	✓		

and tools, including risks, issues, actions, and dependencies logs			
Excellent organisation and efficiency, with a keen eye for detail	✓		
Extensive experience in matrix managing a wide range of staff	✓		
Excellent ability to support people across a range of disciplines	✓		
Ability to use initiative and learn new systems and processes quickly, working creatively to find effective solutions	✓		
Highly proficient IT skills using MS O365 applications including SharePoint, Teams, Excel, Outlook, PowerPoint, Word and Project	✓		
Highly developed communication skills both verbal and written, including in development and delivery of reports and presentations	✓		✓
Uses own initiative and is innovative in finding solutions to project blockages through effective communication and thought process	✓		✓
High level of analytical skills to establish and track milestones and to analyse financial information to present key budget information and associated risks from data that is analysed	✓		
High level of experience in monitoring and reporting on financial costs and forecasts associated with project delivery			✓
An ability to fulfil all spoken aspects of the role with confidence through the medium of English			✓



Conditions of Service

Job Title:	Project Manager
Directorate:	Various – please see below
Section:	Transformation and Improvement
Grade	Level 12
Salary:	£37,890 - £40,876

Duration: These are permanent positions available in the below Directorates:

- Children and Family Services
- Adult Social Care Health Integration and Wellbeing

Working Hours: The normal standard working arrangements will be based on a 37 hour week, working over five days between normal office hours. However, there may be flexibility in these arrangements. For more information please refer to the Flexible Working Policy.

Annual Leave Entitlement: You will be entitled to 27 days annual leave rising to 32 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

Sickness Absence: This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

Pension Provisions: For occupational pension purposes you will have the choice of:-

- a. Joining or continuing in the Local Government Pension Scheme.
- b. Arranging your own personal pension provision approved by the Inland Revenue.

Business Mileage: If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

Notice Period: Your notice period will be dependent upon the grade of the post and your continuous service.

Probation Period: New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

Equal Opportunities Monitoring: New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

Medical Examination: Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

Rehabilitation of Offenders Act: The post is subject to the Exceptions Order of the Rehabilitation of Offenders Act 1974 and if you are shortlisted you must disclose any criminal convictions, bindovers or cautions received, which are not spent.

Asylum and Immigration: According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

Trade Unions: As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

Other Conditions of Service: Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.