



<b>Title</b> Project Manager	<b>Department</b> <b>Resources</b>	<b>Post Ref.</b>
<b>Job Purpose</b>  To design and deliver defined projects to drive and support transformational change across the Council, to ensure continued delivery of efficient and cost effective services.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. To plan and deliver high governance projects to the appropriate levels of quality, time, budget and performance</li><li>2. To identify and define opportunities for continuous improvement and transformation collaboratively with services and undertake research and analysis to establish their feasibility</li><li>3. To support Programmes &amp; Projects Team programme delivery by undertaking discrete pieces of work where increased resources or specialist skills are required to quickly progress delivery of projects</li><li>4. To secure and manage appropriate resources to deliver the project in terms of staff, skills, budget, funds and supportive functions to ensure successful delivery</li><li>5. To create and secure stakeholder engagement and sign-off for all project documentation deemed necessary for appropriate governance and benefit realisation.</li><li>6. To manage project risks, issues, interdependencies, monitor progress and report as required to ensure successful and timely delivery.</li><li>7. To manage and supervise staff and resources to ensure efficiency / setting the team direction</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>8. Taking daily decisions to ensure successful completion of projects within agreed tolerances and escalating issues to the appropriate body once agreed tolerances are breached</li><li>9. Accurate and honest reporting of project status and key risks to the appropriate board along with suggested mitigating corrective actions</li><li>10. To embed change and a culture of continuous improvement across all areas of work</li><li>11. Building strong working relationships enabling effective and open communication, speedy problem solving and successful collaboration</li><li>12. Conduct yourself with integrity and due regard to achieving effective services and value for money</li><li>13. Actively contribute to the development of the team, sharing knowledge and learning to increase the effectiveness of the service as a whole.</li><li>14. Adhering to all relevant Council policies and procedures including the delivery of its policies for fairness and respect including setting high personal standards for yourself and others</li></ol>	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>		

## ***Person Specification***

### ***Experience, Knowledge and Qualifications***

1. Educated to at least degree level or relevant equivalent
2. Evidence of continued professional development, preferable to include a project management qualification e.g. PRINCE2
3. Considerable and varied experience of successful project delivery at all stages from initiation to project closure across projects of varying scale and complexity
4. Experience of successfully leading work in a service improvement, change management or organisational development role, preferably within a large multifaceted organisation
5. Experience and understanding of effective financial management
6. Extensive experience of managing people orientated projects.

### ***Skills and Abilities***

7. Well-developed project management and planning skills and ability to apply current project management theory
8. Well-developed interpersonal and communication skills with the ability to present confidently to a wide range of audiences
9. Highly developed negotiation and influencing skills with the ability to build and maintain strong relationships, challenge appropriately and secure buy-in
10. Ability to analyse, understand and effectively communicate throughout all project phases, including business requirement gathering, design, implementation and close out.
11. Able to analyse financial, numerical and other information, to understand and interpret complex issues to determine actions required
12. Able to encourage innovation, creativity and new ways of working to deliver large scale cost efficiencies

13. Able to make effective use of technology
14. Able to deliver successfully delivery transformation and change in a complex and political operating environment

### ***Personal Skills and General Competencies***

15. A high level of personal drive and integrity, and an understanding of how their personal leadership style impacts on project outcomes
16. To be positive, flexible, versatile and resilient remaining outcome focussed to achieve success
17. A desire to drive innovation and share knowledge and information to contribute to team successes and achievements
18. Prepare for anticipate service needs to provide excellent service continually striving to improve efficiency and effectiveness
19. Takes an active role in managing risk and health and safety
20. Maintain high professional competencies and show a commitment to continued professional development

Date January 2019

