

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Senior Project Manager

Shared Services Programme Team, Corporate Services

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To define, develop and deliver corporate projects that are large scale (>£250k), complex and high risk, serving external partners and customers.

As part of the Shared Services Programme Team, provide project management leadership in order to deliver successful business change and sustainable improvements.

Accountable to:

Accountable to the Programme Manager / Portfolio Manager and project board(s). Responsible for the planning, delivery and monitoring of change projects; from feasibility to project closure stages, including transition to operational teams across WNC, its partners and customers. Responsible for task management of large and diverse project teams, in addition to line management responsibilities for Business Change Analysts.

Responsibilities:

1. To define and agree business requirements and recommend appropriate solutions and prepare specifications required for those solutions. Obtain Senior Responsible Officer (SRO) acceptance of proposals to meet their needs.
2. To actively engage with the SRO and other stakeholders during the course of a project and communicate effectively on project deliverables to ensure they are well received by the recipients of the change and that the project is successfully delivered and benefits realised.
3. To comply with Prince2 and the PMO standards to ensure that projects are defined, governed and managed as appropriate.
4. To secure and allocate resources as necessary for project work, working within an allotted budget and monitoring spend for each project, making appropriate adjustments within agreed limits in order to see a project through to successful conclusion.
5. To manage the work and priorities of the project team throughout the project lifecycle, defining appropriate products, standards and timescales in accordance with PMO standards, to ensure that the project delivers quality products to time and within budget.
6. To advise project boards, resolving issues and recommending corrective action as appropriate so that projects are sustained and implemented, working within the agreed decision-making process/project governance arrangements.
7. To prepare project documentation, using the PMO standards, guidance, and associated toolkits. Set out the project objectives, plan, costs and performance measures to ensure that work is carried out in a timely and effective manner and to meet budgets and deadlines where applicable.
8. If appropriate, to prepare invitations to tender and manage the tender process through to successful completion to ensure that the procuring organisation gets value for money and services/resources secured are relevant and represent good practice.
9. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

10. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
11. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post. This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work.
12. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
13. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
14. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Knowledge and significant experience of delivery of project/change management concepts and methodologies in a complex environment e.g. Agile, Senior PM v4 PRINCE2, MSP, LEAN, (or equivalent) etc.	Essential	A, I, D

Relevant experience:	Essential / Desirable	Measured by
Experience of managing medium and large sized projects (>£250k), working with external partners.	Essential	A, I
Evidence of consistently achieved results within a largely unsupervised environment but within clear accountability framework.	Essential	A, I
Experience of managing stakeholder relationships within complex projects with the ability to manage and resolve conflict, meeting challenging deadlines and delivering under pressure.	Essential	A, I
Significant experience of managing budgets.	Essential	A, I
Significant experience of successfully leading, managing, coaching and developing diverse project teams in delivering demonstrable and sustainable service improvements.	Essential	A, I
Experience of designing suitable key performance indicators and tracking project benefits.	Essential	A, I
Awareness of the National and Local Government agenda, current issues and challenges.	Essential	A, I
Political sensitivity, ability to influence and manage conflict of interests and sensitive project issues.	Essential	A, I
Excellent organisational and time management skills, ability to plan and deliver objectives within an agreed timeframe.	Essential	A, I
Self-critical, recognising and learning from mistakes.	Essential	A, I
Excellent written and verbal communication skills.	Essential	A, I
Excellent interpersonal skills with the ability to gain the respect of multi-disciplinary project teams, enthuse and motivate individuals and teams.	Essential	A, I
Ability to successfully manage significant changes in working practices.	Essential	A, I
Procurement and/or Contract Management experience, with understanding and experience of outsourcing.	Desirable	A, I
Experience of working across Finance, HR, IT, Procurement or in a shared services environment.	Desirable	A, I

Good working knowledge of public sector service delivery and systems that support it, operations and customer access services and channels.	Desirable	A, I
Experience of people management and leadership.	Desirable	A, I
Experience of designing and delivering training and development in service improvement.	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Graduate level or equivalent professional qualification or relevant senior management experience.	Essential	A, I, D
Post-graduate qualification or recognised professional training in programme/project management.	Essential	A, I, D
Evidence of professional, academic or management studies in one or more of the following disciplines: HR, Finance, IT or Procurement	Desirable	A, I, D
Commitment to ongoing lifelong learning and personal development.	Desirable	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include:

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a local authority, other than a parish council.

Day-to-day in the role:

Hours:	37 per week	Primary work base:	One Angel Square
Job family band:	Band 10	Worker type:	Flexible
Salary range:	£53,694 - £57,443	Budget responsibility:	£250k – 4m
People management responsibility:	Line management and task management		

Working conditions & how we work:

This role has been identified as a flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

