

Job Description

Job Title: Project Manager

POSCODE: CCC2595

Grade: P2

Overall purpose of the job

Cambridgeshire County Council has an ambitious vision to deliver a programme of work which supports its strategic ambitions and reflects the priorities for change/improvement that have been identified through the Council's business planning process.

This work is supported by the Programme team which works collaboratively across the council and the wider system to plan, implement and deliver the identified outcomes and benefits of the change and improvement portfolio.

Reporting to a Programme Manager, the post holder will develop and deliver projects using the council's project management methodologies, standards and practice, ensuring dependencies identified and managed, initiating monitoring and control processes, maintaining an overview of progress, issues and risks, reporting effectively.

They will have proven experience of project management, excellent stakeholder management and the ability to work across complex systems to support the delivery of strategic change.

Main accountabilities

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1.	<p>Project Management Expertise</p> <ul style="list-style-type: none"> • Lead the day-to-day management of the large scale and /or complex project(s) including the management of milestones, plans, progress against cost and quality. • Support the Programme team in the identification and management of dependencies, risks and issues within the project(s), and any potential impact on the overall programme or wider system, ensuring an appropriate level of oversight is maintained and escalated when necessary. • Ensure effective quality assurance and the overall integrity of the project(s), deploying appropriate methodologies such as gateway reviews. • Establish and lead appropriate project team(s) to deliver the required outcomes of the project plan providing advice to and acting as a centre of expertise within the service on Project Management. • Report regularly, including analysis and evaluation of progress on the project(s) into the respective governance in a timely and efficient manner ensuring at all times clarity, engagement with stakeholders, and clear requirements of project details, timings and delivery requirements. • Deploy the project portfolio software to manage the project delivery. • Devise, implement and manage systems for the delivery of projects which engage directly and appropriately with colleagues, partners and customers and where integration and co-ordination with other services and organisations is required to achieve the desired outcomes. • Initiate extra activities and other management interventions wherever gaps in the project(s) are identified or issues arise. • Co-ordinate and initiate proper closure at the end of the project(s), including appropriate documentation and sharing of lessons learned. • Act as 'change manager' and gain buy-in and support from those individuals who will be impacted throughout the project lifecycle.

2.	<p>Financial and Risk Issue Management</p> <ul style="list-style-type: none"> • Take active responsibility for the control and monitoring of projects. Ensure monthly progress reports on expenditure for boards are prepared and submitted in a timely way. Report any variances to the Programme Manager. • Identify financial pressures and take action, agreed with Programme Manager to manage and mitigate those pressures. • Implement risk and issue monitoring and management processes in accordance with project management standards. • Ensure any contractual processes are fully complied with and followed.
3.	<p>Partnership Working</p> <ul style="list-style-type: none"> • Work with key stakeholders and partners (at all levels) to effectively plan and implement business change, moving to a successful handover. • Work with key stakeholders, the wider Programme and Service Improvement team and organisational support functions (Finance, IT, HR, L&D, Legal, Procurement, Communications etc) to ensure accurate scoping of work and associated resource requirements for the project(s). • Ensure the regular and timely exchange of relevant information with internal and external stakeholders in order to ensure a mutual awareness.
4.	<p>Communication and Customer Focus</p> <ul style="list-style-type: none"> • Develop communications plans to support the project(s) and wider programme, utilising the most relevant methods for stakeholders, partners and suppliers. • Working with services, the Service Improvement team, and deploying the skills and expertise of the Communities team where required, ensure projects meet the needs of users by actively seeking input from users and key stakeholders throughout the development and delivery of work.
5.	<p>Staff Management and Development</p> <ul style="list-style-type: none"> • Support the development of the Project Officers, including line management, mentoring and knowledge sharing. • Provide challenge and hold others to account, seeking ways to remove barriers to delivery.
6.	<p>Other Duties</p> <ul style="list-style-type: none"> • 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.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level, or equivalent experience. Any Programme/Project Management or closely related discipline.		Essential
Relevant professional qualification or membership; Prince2, MSP etc. other programme/project management eg. APM or apprenticeship. Project Management Continuous Improvement.		Desirable

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

Describe	Essential/ Desirable
Knowledge	
Project Management <ul style="list-style-type: none"> • Knowledge and significant experience of delivery of project/change management concepts and methodologies in a complex environment e.g. PRINCE2, MSP, LEAN, (or equivalent), and the project development lifecycle. • Good working knowledge of service delivery disciplines, management systems and processes including quality assurance methodologies and the identification and management of risk. 	<p>Essential</p> <p>Essential</p>
Data and Information Management <ul style="list-style-type: none"> • Comprehensive IT skills, proficient in MS Office products with the ability to grasp new systems quickly. • Knowledge and experience of working in Microsoft Project, Planner or other industry standard project planning software 	<p>Essential</p> <p>Desirable</p>
Operational Delivery <ul style="list-style-type: none"> • Sound level of knowledge across all core business functions (i.e. finance, quality management, business/organisational development, HR and communications). • Understanding the decision making and governance arrangements within local authorities including working with Senior Officers and Members. 	<p>Essential</p> <p>Desirable</p>
Skills	
Working Together <ul style="list-style-type: none"> • Experience of managing stakeholder relationships within complex projects and an ability to build strong, professional networks and relationships, inspiring others to deliver of their best. • Ability to influence and negotiate across a diverse and challenging community of stakeholders including conveying contentious proposals and solutions, and when implementing resolutions. • Ability to work as part of a team, sharing knowledge and experience, recognising the strengths and weaknesses of others, and constructively challenging to achieve productive outcomes. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Excellence <ul style="list-style-type: none"> • Comfortable with considerable amounts of data and information with strong analytical skills, attention to detail and the ability to understand complex issues and advise on complex solutions across business areas with the application of critical judgement. • High standards of numeracy, literacy, communication and presentation skills with ability to meet tight deadlines. 	<p>Essential</p> <p>Essential</p>
Strategic Thinking <ul style="list-style-type: none"> • Ability to translate concepts and ideas into meaningful plans and action. 	<p>Essential</p>

Leadership <ul style="list-style-type: none"> Strong level of experience of successfully leading, managing, coaching and developing diverse project teams in delivering demonstrable and sustainable service improvements. Ability to influence and motivate non-line managed staff with constructive criticism and to motivate people towards a common objective. 		Essential Essential
Communication <ul style="list-style-type: none"> Excellent communication skills, verbal, written and listening and the ability to adapt personal style to meet the needs of a range of audiences. 		Essential
Experience		
Project Management <ul style="list-style-type: none"> Extensive experience of working as a project manager. Experience of working as a project manager within a public sector organisation. Evidence of consistently achieved results within a largely unsupervised environment but within clear accountability framework. Experience of managing budgets. Experience of successfully leading, managing, coaching and developing diverse teams and delivering demonstrable and sustainable service improvements. 		Essential Desirable Essential Essential Essential
Creative Thinking <ul style="list-style-type: none"> Experience of identifying new ways of thinking and new approaches to a problem or situation. 		Desirable
Equal Opportunities Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.		Essential
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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