

Job description and person specification

Project Lead

Transformation Team

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, 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.

West Northamptonshire Council

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.

Purpose and impact:

To successfully deliver change projects across the place directorate. These projects will typically be smaller in scale (<£250k), less complex and/or have a lower level of risk attached than those delivered by Project Managers. To be responsible for projects end to end; from definition to monitoring post projectclosure, ensuring business requirements are defined and solutions are delivered

Accountable to:

This role is accountable to the Project Manager. The role sits within Place Services Directorate in West Northamptonshire Council.

Responsibilities:

1. Project management. To understand and interpret business requirements, undertaking all planning and coordination of the project. Required to recommend appropriate solutions and is ultimately accountable for delivering a solution that meets the service needs.

2. Stakeholder management. Responsible for ensuring all stakeholders and their degree of interest in a project/project outcome are identified. The postholder is required to develop effective relationships with stakeholders, ensuring expectations and project deliverables are met.

3. Project governance. To work within the relevant policies, procedures, frameworks and standard operating procedures ensuring all projects are managed consistently across the organisation and are clearly defined.

4. Resources. To work within an allocated budget, responsible for the monitoring and reporting of all project spend. Responsible for ensuring the budget does not exceed constraints as set out by the Senior Responsible Owner (SRO). The postholder is expected to forecast spend and identify potential issues or risks related to resources through the life of a project

5. Leadership. Responsible for overseeing the completion of all tasks related to projects being managed. The postholder is expected to identify what resources are needed and at what stage of the project. Responsible for defining the work programme and setting priorities for others.

6. Service Improvement. As part of the Project Lead role managing business transformation, the postholder is required to develop capability within service areas to embed service improvement tools designed to support the Council's corporate outcomes

7. Project documentation. To ensure all aspects of the project are appropriately recorded. This includes the work programme, risks, benefits and cost, ensuring the project is delivered within the required timescales and within any set constraints (i.e. cost/required savings).

8. Advice and reporting. To report to the necessary stakeholders providing advice on required solutions to issues that have arisen during a project. To report accurate, up to date information to the SRO and relevant parties as and when required.

9. Communication. To communicate effectively with all stakeholders and the project team ensuring solutions are delivered to the highest quality. Required to communicate in a number of methods and responsible for determining the most appropriate method of communication; i.e. face to face, written etc.

10. Use Microsoft 365 and council systems effectively to work efficiently, collaborate with others and manage information safely, including storing, sharing and handling data securely in line with council policies.

11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

12. 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
Working knowledge of Microsoft 365, including Outlook, Teams, Word, Excel, PowerPoint, CoPilot, OneDrive and SharePoint, with the ability and willingness to use these tools confidently and effectively in day-to-day work.	E	A/I
Able to handle information responsibly, store records securely, share data appropriately and follow council policies and procedures on data protection, records management and information security.	E	A/I

Knowledge:	Essential / Desirable	Measured by
Knowledge of project/change management concepts and methodologies e.g. PRINCE2.	E	A, I
Knowledge of business process mapping and analysis tools e.g. Visio	E	A
Awareness of the National and Local Government agenda, current issues and challenges.	D	A, I
Ability to plan and deliver to set timescales, as well as prioritising as appropriate.	E	A, I
Ability to influence and negotiate with potential providers of solutions, including interpreting end user requirements and make recommendations to the project SRO.	E	A, I
Ability to develop and deliver projects and successfully manage change in working practices as a result of a project.	E	A, I
Ability to recognise political sensitivity within a project.	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of managing small to medium sized projects (< £250k)	E	A, I
Experience of using tools and techniques associated with service improvement and project management.	E	A, I

Experience of managing small scale business improvement or change, e.g. for a single team.	E	A, I
Experience of managing business improvements, including full process mapping and options analysis and appraisal.	E	A, I
Experience of analysing and solving complex process and systems problems	D	A, I
Demonstrable experience of leading people and teams	E	A, I
Experience of identifying, managing and influencing stakeholders throughout all phases of a project.	D	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree in a related area, e.g. business studies or equivalent professional qualification or equivalent by experience.	E	A
Recognised project management qualification	D	A

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.

Day-to-day in the role:

Hours:	37	Primary work base:	One Angel Square, Northampton
Job family band:	Band 9	Worker type:	Flexible
Budget responsibility:	N/A		
People management responsibility:	N/A		

Working conditions & how we work:
We are open to discussions about flexible working.
This role has been identified as a flexible worker, this means that you will be able to worke from other work locations and when not working from an office you will be working remotely for up to 3 days a week (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„

WHERE CAREERS THRIVE

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.

West Northamptonshire Council