Job Description and Person Specification

Job details

Job title: Project manager
Grade: 8
Reports to: Transformation Programme Manager
Directorate and Service area: Transformation and Strategy

Purpose of the job

Insert a paragraph explaining why the job exists

- To lead in-house transformation design, define , develop and deliver internal & external projects that are large scale and/or complex and/or have a high level of risk attached. Developing strong relations for the initial design, engaging and involving service leads to find the best outcomes, delivery solutions and service design to deliver the council corporate plan objects at best value.
- To be part of an in-house project management change capability, providing organisational learning, capability, resilience and Value for Money (VfM). To deliver through the successful implementation of defined corporate (cross council) projects, the Council's corporate outcomes.
- Provide senior leadership and process redesign expertise. Accountable for the planning, coordination, facilitation and monitoring of change projects; and for developing capacity and capability to embed service improvement tools and techniques supporting the continuous modernisation and redesign of traditional service across the Council.
- Taking responsibility for the day to day running and delivery of the projects, resulting in new ways of working and identified business benefits being realised. Manage project teams applying highly developed specialist knowledge and experience of best practice service improvement tools and techniques; performance management; project planning and the development of training programmes; and the building of collaborative relationships in which to challenge, influence and empower managers and staff to enable them to produce more effective, innovative and high quality service delivery and partnerships.
- To define enabler requirements such as IT, HR, Finance, Legal & Comms for service areas within the transformation programmes and to design solutions to meet these requirements; taking responsibility for the design through to the start of delivery by the delivery team, resulting in new ways of working and identified business benefits being realised. To provide service and process redesign expertise. Accountable for the planning, initial co-ordination and facilitation of design; developing capacity and capability to embed service improvement tools and techniques supporting the continuous modernisation and redesign of traditional services.

Principal responsibilities

(Please make these concise and ideally no more than 8)

1. To facilitate service leads to define and agree priorities for transformation within their areas. Define and agree required enabler (IT, Finance, HR, Legal, comms) to deliver the transformation priorities they set. Identification of stakeholders. Recommend appropriate solutions and prepare specifications required for those solutions. Obtain Senior Responsible Owner (SRO) and/or Project Owner acceptance of proposals to meet their needs
2. To actively engage with the Project Owner, SRO and other stakeholders during the design phases of a project and communicate effectively on project design & deliverables to ensure

they are well received by the recipients of the change. Provide change leadership and specialist knowledge, skills and experience in process and systems improvement across the Council. Support the restructuring of services, lead the introduction of new Council policies and procedures for major areas of work delivering and supporting further service improvement.

3. To apply the agreed in house project management framework for the project design and delivery (using relevant project standards) in order to ensure that projects are designed and defined in a consistent manner Provide support in the maintenance and review of the Project Management SORP, templates, governance and reporting frameworks.
4. To do all initial design and planning for agreed solutions, ensuring compliance with the member agreed transformation principles, in accordance with the agreed in house project management framework, creating new ways of working and identified benefits being realised by the business
5. To secure and allocate resources as necessary for initial project design work, working within an allotted budget and monitoring spend for each design phase, making appropriate adjustments within agreed limits in order to see a project through to successful design finalisation Managing business analyst resource during delivery of a project.
6. To manage the allocated project workload and priorities , defining appropriate products, standards, identification of risk, assumptions, resource requirements and timescales in accordance with the agreed in-house project management framework, to ensure that the project has a robust to achieve quality products to time and within budget. Coordinate,; lead and motivate project teams as needed to facilitate project delivery; monitor and adjust plans as required to ensure that projects meet agreed timescales and budgets and that project objectives are achieved
7. 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 Ensuring performance reporting and tracking of benefits are reported and monitored along with risks, issues, assumptions and dependencies.
8. To ensure that all project plans and designs have a clear business case for the quality and financial benefits that can be realised from delivering the project
9. To prepare initial project documentation, using the agreed in-house project management framework, guidance and associated toolkits. Set out the project objectives, plan, costs and performance measures to ensure that work has the plans to be carried out in a timely and effective manner and to meet budgets and deadlines where applicable Where appropriate, prepare invitations to tender and manage the tender process through to successful completion
10. Actively engage with all internal and external stakeholders, developing and maintaining effective and strategic links; influence, challenge and empower managers and staff to change and improve their services. Evaluate highly complex, sensitive or contentious project information; use project monitoring and evaluation data to report on project progress to stakeholder representatives at all levels both within and outside the organisation, and to influence decisions on project direction. To meet with key stakeholders across North Northamptonshire and work in locations, where required
11. Work with stakeholders to identify potential conflict between the interests of different individuals, cross divisional staff groups or Council departments. Provide facilitation expertise to encourage multidisciplinary team collaborative working to overcome resistance to change and to reduce conflict
12. To promote equal opportunities in all aspect of project design and delivery for staff and customers alike To demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs
13. Understand and demonstrate a commitment. to safeguarding and promoting the welfare of children and young people/vulnerable adults

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. 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. 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.

Special features of the post

If there are any other special features of the job that need to be in the job description, please indicate them here.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to degree-level or equivalent in a relevant subject, or equivalent by experience Advanced knowledge of business process/business improvement/project management acquired through degree or equivalent management experience. PMO3, MSP, PRINCE2 or equivalent programme/project management qualification or equivalent by significant experience	
Experience and Knowledge	Knowledge and proven experience of project design The ability to create project management products utilising a range of software including business cases and defining clear priorities and benefits	
	Knowledge and significant experience of delivery of project/change management concepts and methodologies in a complex environment and when to appropriately utilise them.	
	Awareness of the National and Local Government agenda, current issues and challenges.	
Skills	Strong interpersonal skills and excellent communication with the demonstrable ability to recognise influence and manage the communication consequences of sensitive	

Attributes	Essential criteria	Desirable criteria
	project issues Ability to enable others to develop vision and translate that into realistic plans.	
	experience of presenting and a high level of skill in using other communication tools in a project environment to a wide range of stakeholders of different levels, including expressing complex technical, system concepts and ideas clearly and concisely to a non-specialist audience	
	excellent organisational and time management skills, ability to plan and deliver objectives within an agreed timeframe	
	ability to successfully manage significant changes in working practices.	
	Able to manage stakeholder relationships within complex projects and collaborate constructively with internal and external partners to create conditions for successful partnership working. Ability to manage and resolve conflict.	
	Strong group facilitation skills and excellent organisational and time management skills, ability to plan and deliver objectives within an agreed timeframe	

Attributes	Essential criteria	Desirable criteria
	Excellent written and verbal communication and presentation skills along with interpersonal skills to gain the respect of multi-professional teams, enthuse and motivate individuals and teams.	
	Experience of working in a dynamic and complex environment, handling multiple projects, developments including risk and issue management	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	significant experience of successfully leading, managing, coaching and developing diverse project teams in delivering demonstrable and sustainable transformation and service change & improvements