**Job Description**

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| Job Title: Project Manager – Connecting Cambridgeshire |
| POSCODE: |
| Grade: P2 |

**Overall purpose of the job**

Connecting Cambridgeshire is improving Cambridgeshire and Peterborough’s digital infrastructure – including broadband, mobile, public access Wifi coverage and delivering smart data and technology projects, to drive economic growth, help our businesses and communities to thrive and make it easier to access public services

Reporting to the Connecting Cambridgeshire Programme Manager, the Connecting Cambridgeshire Project Manager position is a key role within the team delivering a mix of projects to support the delivery of digital infrastructure.

The Project Manager will lead on the delivery of a wide range of projects across the whole programme , managing project boards, monitoring budgets, risks and issues, procuring services and products, bringing together a wide range of stakeholder groups including other public sector bodies and business and setting delivery outcomes.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | **Project Management 30%**  Plan, manage and lead projects, initiatives and events, ensuring the effective co-ordination and integration of organisation and service activities, securing active engagement by identified participants in order to meet project goals and the programmes objectives.  Provide detailed progress reports to the Connecting Cambridgeshire programme board and project/workstream boards in a timely and efficient manner ensuring that reports are clear, concise and accurate and where necessary engagement with stakeholders has taken place.  Direct, guide and manage project delivery to ensure that objectives are deliveredto a high quality, on time and on budget.  Provide leadership & project expertise within the Connecting Cambridgeshire team in order to ensure the highest levels of knowledge, experience and expertise are used in resolving major issues and enquiries.  Provide the Programme Manager with robust forward and integrated work programmes which clearly set out timelines, control processes, budgets, risks and issues that can support decision making processes.    Develop efficient and effective processes for the review of projects, reporting to Programme Manager on slippages and forecast delivery dates across the life of projects.  Utilise project management systems/sofware to manage project delivery such as MS Project or any other applicable software as required.  Actively engage with colleagues across the Council and our partners to ensure major projects are delivered in the most efficient, effective and co-ordinated manner and represent value for money (VFM).  Inspire others to contribute to corporate projects in order to see the delivery of better outcomes |
|  | **Procurement and Contract Management 20%**    Take responsibility for ensuring contracts are procured to maximum effect and that Council procurement processes are adhered to throughout the process.  Develop tender specifications both individually and with partners to ensure that the goods and services procured meet the project needs.  Manage the tendering process for sub-contractors / suppliers to support the delivery of specific elements of the project, ensuring adherence to relevant public sector procurement regulations.  Support the Programme Manager in the management of contracts, managing contracts where required. |
|  | **Financial, and Risk/Issue Management 10%**  Take active responsibility for the control and monitoring of projects. Ensure monthly progress reports on expenditure for internal boards and external bodies are prepared and submitted in a timely way. Report any variances to the Programme Manager.  Report on a monthly basis the forward expenditure plan for Projects, identify expenditure shortfalls and capitalise on alternative funding options.  Identify financial pressures and take action as agreed with Programme Manager to manage and mitigate those pressures.  Implement risk and issue monitoring and management processes in accordance with corporate guidelines for each project. Ensure the programme reflects all highlighted risks.  Ensure contractual process are fully complied with and followed. |
|  | **Partnership Working 20%**  Engage fully with key partners such as Cambridgeshire and Peterborough Combined Authority, Greater Cambridge Partnership, district councils, business and community groups as well as other internal teams within the Council to deliver projects that meet the agreed objectives.  Promote, develop and maintain effective internal and external partnerships and collaborative working with a range of stakeholders including other authorities, public bodies, voluntary and private sector organisations in Cambridgeshire, in order to ensure the appropriate level of co-ordination and integration of projects that will achieve objectives and secure optimum cost-effective joined-up working.  Ensure the regular and timely exchange of relevant information with internal and external stakeholders in order to ensure a mutual awareness |
|  | **Communication and Customer Focus 15%**  Ensure that project objectives align with local community and business needs to deliver outcomes that support the overarching programme objectives.  Where appropriate seeking input from local communities, businesses, Councillors, key stakeholders and potential users, throughout the development and delivery of projects to ensure that outputs align fully with key funders and Programme Board expectations.  Ensure effective consultation processes to inform the public about proposals and seek their views. Accurately report those views through the Programme Manager and Programme Director to the Programme Board and members to assist in decision making.  Ensure the community, businesses, Councillors, the media, partners and stakeholders are kept informed and given timely updates about progress on the delivery of projects and work programmes through the Connecting Cambridgeshire Communications lead. |
|  | **Staff Management and Development 5%**  Impart knowledge and expertise on specific business areas through mentoring and coaching of other staff to strengthen the skill base create more resilience within teams by introducing broader training techniques |
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**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Project Management Qualification (Prince2, APM or Agile) | (Prince2, APM or Agile) | **Essential** |
| Degree Level Education or equivalent (Key Skill Level 4) - Bachelor’s degree, HNC, HND NVQ level 4 |  | **Desirable** |
| Evidence of continued personal / professional development |  | **Desirable** |

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

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| Identify | Describe | Essential/Desirable |
| **Knowledge** | An understanding of how to manage the needs of a diverse set of stakeholders | E |
|  | Knowledge and up-to-date understanding of procurement, legislative and policy frameworks as they apply to the delivery of projects and services; | D |
|  | An understanding of the complexities of local government and the matters affecting it; | D |
|  | A good understanding of the current Digital Connectivity landscape and challenges | D |
| **Skills** | Excellent set of interpersonal and communications skills | E |
|  | Ability to get stakeholder (including staff) buy in to new, and sometimes unpopular, ideas | E |
|  | Ability to work on own initiative | E |
|  | Ability to negotiate with key partners and businesses to build collaborative solutions that recognise the diverse needs of our communities | E |
|  | Ability to lead and build project teams to deliver quality projects; | E |
|  | Ability to communicate complex ideas, simply, to a non-technical audience | E |
|  | Skilled at writing reports and committee papers | E |
|  | Comprehensive IT skills | E |
|  | Ability to collate and interpret complex datasets and present concise reports | E |
| **Experience** | Experience of developing, shaping and assessing business cases for new pieces of work | E |
|  | Experience of delivering technology focused projects across organisational boundaries | D |
|  | Experience of working with the highest level and locally elected politicians and of ensuring that project and service outcomes align with broader political priorities | D |
|  | Experience of managing stakeholder relationships across a wide range of teams and disciplines | E |
|  | A proven track record of project management on complex and challenging projects | E |
|  | Experience of developing and maintaining partnerships at the highest levels with other agencies as a means of ensuring project and service objectives are met | E |
|  | Proven experience of financial and resource planning and the ability to deliver VFM on major contracts and operating in a multi-disciplinary financial environment engaging with stakeholders; | E |
|  | Experience of delivering presentations to a wide range of audiences | E |
| **Other** | Have the ability to visit stakeholder offices and sites, when necessary, where public transport is limited. | E |
|  | Be able to attend meetings out of hours when necessary | E |
| **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**

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

**Work type**

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| 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  X | Field | Remote | Mobile |