

JOB DESCRIPTION

Details of the job

Post title:	Senior Project Manager
Salary grade:	M
Hours:	37 Hours Per Week
Location:	One Angel Square, Northampton
Reports to:	Programme Manager
Service area:	Business Systems and Change, IT

Overall purpose of the post

1. To define, develop and deliver corporate projects that are large scale (>£250k), complex and high risk, serving partners and customers.
2. As part of the Business Systems and Change Team, provide project management leadership in order to deliver successful business change and sustainable improvements.
3. Accountable 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.

Principal 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. 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

Post Title:	Senior Project Manager
Grade	M
Service Area:	Business Systems and Change

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	Graduate level or equivalent professional qualification or relevant senior management experience. Post-graduate qualification or recognised professional training in programme/project management.	Evidence of professional, academic or management studies in one or more of the following disciplines; HR, Finance, IT or Procurement. Commitment to ongoing lifelong learning and personal development.
Experience and Knowledge	Knowledge and significant experience of delivery of project/change management concepts and methodologies in a complex environment e.g. Agile,	Procurement and/or Contract Management experience, with understanding and experience of outsourcing.

	<p>PRINCE2, MSP, LEAN, (or equivalent) etc.</p> <p>Experience of managing medium and large sized projects (>£250k), working with external partners.</p> <p>Evidence of consistently achieved results within a largely unsupervised environment but within clear accountability framework.</p> <p>Experience of managing stakeholder relationships within complex projects with the ability to manage and resolve conflict, meeting challenging deadlines and delivering under pressure.</p> <p>Significant experience of managing budgets.</p> <p>Significant experience of successfully leading, managing, coaching and developing diverse project teams in delivering demonstrable and sustainable service improvements.</p> <p>Experience of designing suitable key performance indicators and tracking project benefits.</p> <p>Awareness of the National and Local Government agenda, current issues and challenges.</p>	<p>Experience of working across Finance, HR, I.T., Procurement or in a shared services environment.</p> <p>Good working knowledge of public sector service delivery and systems that support it, operations and customer access services and channels.</p> <p>Experience of people management and leadership.</p> <p>Experience of designing and delivering training and development in service improvement.</p>
Ability and Skills	<p>Political sensitivity, ability to influence and manage conflict of interests and sensitive project issues.</p> <p>Excellent organisational and time management skills, ability to plan and deliver objectives within an agreed timeframe.</p> <p>Self-critical, recognising and learning from mistakes.</p> <p>Excellent written and verbal communication skills.</p> <p>Excellent interpersonal skills with the ability to gain the respect of multi-</p>	

	<p>professional teams, enthuse and motivate individuals and teams.</p> <p>Ability to successfully manage significant changes in working practices.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	

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.