

## **Job Description and Person Specification**

### **Job details**

Job title: Project Manager - Finance

Grade: L

Reports to: Assistant Director

Directorate and Service area: Public Health and Wellbeing

### **Purpose of the job**

To successfully deliver corporate change projects across LGSS, its partners and customers. These projects will be smaller in scale (<£250k), less complex and/or have a lower level of risk attached than those delivered by the Business Transformation Project Manager. To be responsible for projects end to end; from definition to monitoring post project-closure, ensuring business requirements are defined and solutions are delivered.

### **Principal responsibilities**

1. Project management specifically financial management. To understand and interpret business requirements, undertaking all planning and coordination of finances to ensure successful project delivery. 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 SORPs ensuring all projects are managed consistently across the organisation and are clearly defined. Collating and submitting statutory returns in a timely and accurate manner through the appropriate governance processes.
4. Resources. To work within an allocated budget, responsible for the monitoring and reporting of all budgetary 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. Financial Leadership. Responsible for allocating work to team members whilst remaining accountable for the overall outcome of the project. 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 Manager 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 that are in fitting with the Council's Next Generation Working approach.

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.

### **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. 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.

This is a hybrid role with the office base at Kettering. The ability to attend a variety of venues across the NNC area is required.



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## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Degree in a related area, e.g. business studies or equivalent professional qualification or equivalent by experience.	<p>Recognised project management qualification e.g. PRINCE2, MSP, Agile, LEAN.</p> <p>Financial management qualification.</p>
Experience and Knowledge	<p>Experience of managing small to medium sized projects (&lt; £250k).</p> <p>Experience of managing government grant funded projects including providing accurate financial tracking, information and statutory returns.</p> <p>Experience of using tools and techniques associated with service improvement and project management.</p> <p>Experience of managing small scale business improvement or change, e.g. for a single team.</p> <p>Experience of managing business improvements, including full process mapping and options analysis and appraisal.</p> <p>Demonstrable experience of leading people and teams.</p> <p>Knowledge of project/change management concepts and methodologies e.g. PRINCE2.</p> <p>Knowledge of business process mapping and analysis tools e.g. Visio.</p> <p>Knowledge of ICT capabilities to meet business needs.</p>	<p>Experience of analysing and solving complex process and systems problems.</p> <p>Experience of identifying, managing and influencing stakeholders throughout all phases of a project.</p> <p>Awareness of the National and Local Government agenda, current issues and challenges.</p>

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p>Ability to plan and deliver to set timescales, as well as prioritising as appropriate – a self-starter.</p> <p>Ability to influence and negotiate with potential providers of solutions, including interpreting end user requirements and make recommendations to the project SRO.</p> <p>Ability to develop and deliver projects and successfully manage change in working practices as a result of a project.</p> <p>Ability to recognise political sensitivity within a project.</p> <p>Ability to manage competing priorities and work accurately at pace.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Flexible approach to work, and demonstrable commitment to the council's "One Team" approach.</p>	