

Job Description and Person Specification

Job title:	Project Manager – Fixed Term 1 year
Directorate:	Resources
Service:	Strategy and Governance
Team:	Transformation & Programme Team
Post number:	05479
Salary grade:	J
Work location:	Market Street
Reports to:	Transformation & Programme Manager
Supervises:	None

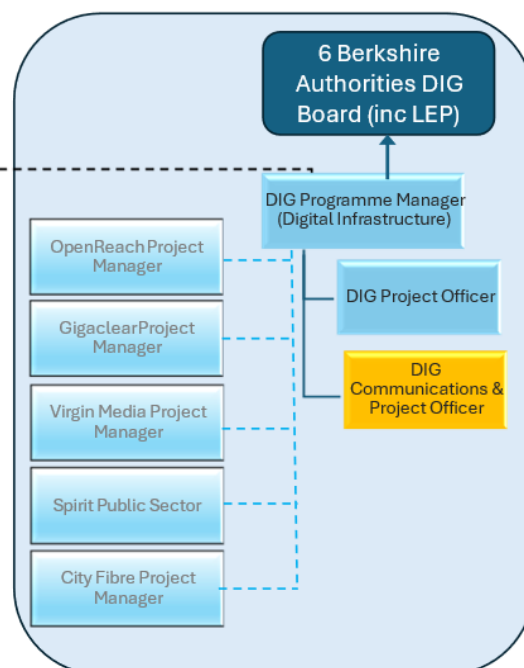
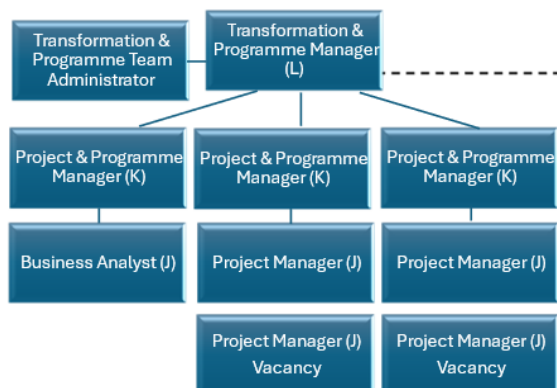
Job Purpose

To ensure the efficient and effective management and administration of projects predominantly from the capital programme, although this may vary dependent upon need. You may be asked to support other project types as required. You will be responsible for the preparation of the project documentation and coordination of the project delivery, including possibly budget management. You will also be required to effectively link with the Council's other governance arrangements, as appropriate.

To be responsible for effectively managing the agenda planning and the management and delivery of the projects within your control.

To effectively lead and manage officers on the project team, ensuring delivery of the relevant strategic and service objectives set out in the Programme and ensuring strong and effective resource management within the team.

Structure Chart



Main Duties and Responsibilities

Service Management

To assist the Transformation and Programme Manager and Transformation and Programme team in providing strong and effective management of the project through:

- Promoting the Council's Corporate Values and ensuring the Council's Vision, Values and Objectives are achieved by providing a clear sense of purpose and direction within Customer Engagement and Transformation Team.
- Participating in and management of corporate and departmental projects and initiatives.
- Building positive working relationships with the Leader, Executive and other Council Members and assisting them in the performance of their duties.
- Promoting good external relations, and promoting the interests of the Council, by, for example, representing the Council at regional and local levels.
- Promoting equal opportunities, access to services and tackling discrimination both within and outside the Council. To mainstream equality within all the activities of the Corporate Programme and contributing to the Strategy & Governance service area Equality Impact Assessments.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Recognise health and safety is a responsibility of every employee, take reasonable care of self and others and comply with the WBC Health and Safety policy and any service-specific procedures/rules that apply to this role.
- Adhere to the standards set out in the WBC competency framework

Team Management

Ensure sound and robust leadership and management of the project through:

- Continuously reviewing opportunities to improve the efficiency and effectiveness of the team including the delivery of continuous improvement and best value.
- Meeting the Council's Customer Services standards.
- Effective human resource management, encompassing implementation of the Council's Human Resource Management policies, procedures and guidance as they may relate to Project Officers supporting the Corporate Programme.
- Effective programme and performance management, including implementation of the Council's performance management practices and the setting and monitoring of service standards.

Main Duties and Responsibilities

- Effective Health and Safety management, including implementation of the Council's Health and Safety policies, procedures and practices.

Specific Job Responsibilities

- To be accountable to the Project & Programme Manager and to act on their behalf as and when necessary.
- To contribute to and assist with the delivery of the Transformation & Programme Team Vision and 5 year strategy.
- To be responsible for managing the projects allocated to you – this includes the production of reports, agendas, attendance at meetings, production of minutes and following up of actions arising from meetings.
- To be responsible for monitoring and tracking the implementation of Board decisions and maintaining a Forward Plan over a period of one years.
- To work closely with the Members of the Executive, Chief Executive and Corporate Board to ensure that the business of the Transformation and Programme Unit is transacted efficiently and effectively.

Scope (impact on/control of resources, people, money etc.)

Impact: Frequent contact with the Executive Director Resources, Service Director - Strategy & Governance, Corporate Board and Members of the Executive.

Employees: No direct reports.

Decisions: Post holder is expected to work with limited supervision and must be able to work in a flexible manner to ensure that changing priorities are addressed.

Money: None.

Person Specification

Qualifications	Essential/	Desirable
Degree level or equivalent level of experience and expertise	E	1
Post-graduate management qualification or equivalent	D	1
Experience		
Experience of project management	E	1
At least 3 years' experience of project management.	E	1
Knowledge and understanding		
High intellectual capacity with the ability to challenge and innovate.	E	1
Very sharp political awareness.	D	1
Sound understanding of processes for policy and/or democratic/community support, preparation and implementation.	D	1
Capacity to facilitate internal/community/public meetings and write and present reports.	E	2

Good understanding of all the services provided by a unitary authority.	D	1
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc.)	E	2
Ability to provide direction to the team	D	1
Excellent communication skills (both oral and written).	E	3
Ability to promote equality and opportunity	E	4
Ability to facilitate change	E	5
Ability to develop productive working relationships with colleagues and stakeholders	E	6
Ability to manage the team and provide learning opportunities for employees	D	1
Ability to use resources effectively	E	7
Ability to achieve results	E	8
Work-related personal qualities		
Leadership	D	1
Creativity and innovation	E	1
Ability to work on own initiative without supervision and be proactive in tackling issues without supervision	E	2
Ability and credibility to represent the Council to external organisations	D	1
Ability to work very flexibly balancing a large number of competing work demands at any one time	E	3
Able to work effectively both within a team and independently.	E	4
Ability to develop effective and productive working relationships with Members and officers at all levels in the organisation and with external partners	E	7
Resilient and able to work effectively at the most senior levels in the Council	E	1
Other work-related requirements		
Full driving licence	E	1
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	2
Is this post politically restricted?	No	n/a
DBS Check?	No	n/a