

JOB DESCRIPTION

POST:	Project Manager
GRADE:	PO7
DEPARTMENT:	Resources
DIVISION / UNIT:	IDS/Programme Delivery
REPORTS TO:	Programme Delivery Manager
MANAGES/SUPERVISES:	Project Team

PRIMARY JOB FUNCTION

Manages the delivery of line of business projects from inception through early-life support to handover into business-as-usual operation; utilising a variety of approaches to deliver both simple projects and large, complex and high value projects.

To set principles, policies and standards for the governance of projects, assuring the agreed timescales, budgets and outcomes leading to business value are achieved.

DUTIES AND RESPONSIBILITIES

1. Lead key projects and reviews in areas of development and drive implementation of new policy, procedures, and standards in order to ensure effective improvement and compliance within the business applications.
2. Manage experts in relevant fields to support the delivery of business projects; using appropriate channels to second temporary resources, recruit fixed term or permanent staff, hire agency contractors, and secure resources from third parties.
3. Ensure the full and effective handover of projects so that service areas understand their ongoing 'business-as-usual' obligations and sign-off on all work
4. Advise and direct managers and staff on the implementation of new systems and ways of working, facilitating management and staff through the change process.
5. Assist business units with achieving transformation and efficiencies within services, so that ICT is best used to optimise service delivery.
6. Facilitate and negotiate business case buy-in from Directors, change managers and other key stakeholders to ensure smooth implementation and change.
7. Support and encourage the team to be creative, flexible and committed to providing solutions to the needs of the business and to relate to their customers in a clear, friendly and prompt manner.
8. Responsible for maintaining a range of internal and external contacts and relationships and providing support to internal and external stakeholders.

9. Negotiate appropriate performance standards for monitoring the progress of projects, incorporating these into the IDS service level agreement, and reporting these to relevant programme forums.
10. Ensure teams meet agreed delivery timescales, implementing effective monitoring processes and taking corrective action, and maintaining communication with all relevant stakeholders
11. Ensure effective communications and knowledge-sharing with colleagues and users to improve satisfaction and reduce avoidable contact.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council’s commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council’s core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council’s Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

Post holder Declaration

Name:	
Signed:	
Date:	




PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet each of the following essential criteria. Please ensure that your address each one of the criteria as this will be used to assess your suitability for the post.

Department: Resources		Division / Unit: IDS/Programme Delivery
Designation: Project Manager		Grade: PO7
REQUIREMENTS		
EDUCATION and EXPERIENCE		A/I/T
E1	Relevant Management/Leadership qualification	A
E2	Extensive proven experience of leading diverse teams of ICT experts in multiple technical and professional fields to deliver network projects on time, to budget and achieving the agreed outcomes, in a large, complex organisation; ideally in the public sector or other regulated environment.	A/I
E3	Extensive proven experience of developing, implementing and enforcing policy in project management, technical and organisational processes.	A/I
E4	Qualified to Practitioner level in a recognise project management methodology such as Prince 2 and/or or ITIL Service Manager	A/I
KNOWLEDGE, SKILLS and ABILITY		
E5	Extensive knowledge of project management principles and practices and their application in a large organisation, ideally in the public sector or other regulated environment	A/I
E6	Knowledge of ICT business applications and practices and their application in a large organisation, ideally in the public sector or other regulated environment.	A/I
E7	Ability to qualify business requirements and translate them into system specifications	A/I
E8	Ability to form and manage hybrid teams comprising secondees, permanent and fixed term staff, agency contractors and third parties to work together effectively to deliver network projects.	A/I
E9	Ability to drive forward change effectively, using a flexible, consultative and supportive approach.	A/I
E10	Excellent time management skills and the ability to work effectively under pressure with minimal day-to-day supervision, prioritising competing demands for resources including your management time.	A/I



E11	Ability to prepare and maintain accurate and timely project budgets recording estimated and actual costs and forecasting financial outcomes.	A/I
E12	Ability to communicate effectively in both written and oral presentation and at all levels; presenting complex concepts to technical and non-technical audiences and advising senior management and stakeholders; and providing a business focus to technical teams.	A/I
E13	An understanding of business analysis techniques and tools	A/I
E14	Ability to motivate, empower and develop others to achieve shared goals	A/I
E15	Is familiar with the security standards and all relevant legislation that affects security	A/I
COMMITMENT TO EQUAL OPPORTUNITIES		
E16	Ability to adhere to the Council's Dignity for All policy.	A/I
SPECIAL REQUIREMENTS OF THE POST		
E17	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service	
E = Essential		
Assessed by: A= Application I= Interview T= Test		