

Role profile

Here's more about the job!

Role/s	Project Manager	Date Prepared	May 2020
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Your Team

- The IT team is responsible for developing, delivering and maintaining the Council's IT, including hardware support and provision, applications and systems specification, management and delivery and telephony and network provision and support. It is a key service support and enabling business and providing the levers for change across the Council.

Your Customers

- Staff within the Council
- Elected Members
- Third party partners, suppliers and providers
- Members of public

Your Role

- You will provide efficient, accurate and customer focused support across a range of projects and programmes
- This will include gathering business requirements; planning and scheduling of projects; project/programme governance; the production of management reports; budget monitoring; procurement; stakeholder communication and engagement.
- You must have experience of delivering projects to the required quality, within deadlines and on budget.
- You will work closely with third party partners, suppliers and providers.

Health and Safety

- Visual display - regular use.

Work Pattern

- Standard Monday to Friday with flexibility subject to business needs.

Work Related Travel

- Regular.

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