

JOB ROLE PROFILE – Senior Project Manager

PURPOSE OF THE JOB:

Responsible for the full lifecycle delivery of multiple projects within the council, including IT and business change projects. Working directly with sponsors to ensure the realisation of benefits and outcomes are achieved through the management of delivery.

Ensuring the project is managed within the constraints of time, budget, scope and quality.

Introduces specialist knowledge in the delivery of projects and helps organisation to establish a Centre of Excellence across the council, including coaching and mentoring of service areas in delivery.

KEY RESPONSIBILITIES

Manage and Co-ordinate multiple projects from inception through to closure, including planning, design, delivery, Implementation and closure

Work closely with stakeholders to Identify the goals and benefits to be delivered as part of the project and actively manages delivery

Establish governance structure required to effectively steer and govern project, and mechanisms for escalation of key decisions and issues

Identify and Manage key stakeholder relationships and establish communication plan with internal comms and identify and deliver change management activities

Ensures the business change element of the project is understood and requirements for change are established through the facilitation of meetings and workshops, include an understanding of the impact to service design with the support of business analysts where required.

Own and facilitate the creation and updating of project plans and identification of critical path towards delivery, including the identification of minimum viable releases and phases to ensure early delivery and testing of outcomes.

Understand wide ranging and complex information in solving problems, including the identification of impediments and blockers across the organisation and helping the teams to remove, facilitating their progress and the progress of the projects

Maintain and manages risks and Issues across projects, clearly identifying mitigation actions and responses and active identification of triggers and tolerances

Manage the procurement process for new requirements, co-ordinating tendering processes, RFI and evaluations of proposals.

Manage project scope including working with analysts and requirements to define requirements both business and technical, working with business stakeholders to prioritise and assessing any changes to scope throughout lifecycle of delivery

Monitor progress and performance of project, product updates and status reports as and when needed

Where 3rd party vendors are involved, manage relationship and deliverables of vendor including dependency management on overall plan

Manage the post implementation assessment of delivery, including project closure documentation and workshops, lessons learnt and post planning

Responsible for the financial management of the project, including the creation of budget, and measurement against actuals + Forecast

Supports the establishment of a Centre of Excellence within the council, introducing tools and standards to support the delivery of projects within the organisation, and Coaches and Mentors service teams to deliver within a project lifecycle.

SKILLS/KNOWLEDGE/ATTRIBUTES

Education	<p>Relevant professional qualification in Project Management eg Prince2, APM, PMP</p> <p>Relevant professional qualification in agile methods or frameworks, eg Scrum, SAFE, LeSS</p>
Experience	<p>Experience in managing multiple projects within a complex environment for at least 5 years</p> <p>Experience in the delivery of IT projects.</p> <p>Experience of managing and monitoring budgets</p> <p>Experience of working within bi-modal environments of Waterfall and Agile</p> <p>Ideal but not essential, experience of working within an environment that is defining and changing the ways of working</p>
Knowledge & Skills	<p>Innovative and creative mindset, who is able to identify solutions and produce recommendations</p> <p>Pragmatic, can do attitude who is focused on delivery</p> <p>Ability to work at pace in a changing environment</p> <p>Strong Microsoft product knowledge in Excel, Powerpoint, Microsoft Project and ideally Teams(not essential)</p> <p>Strong inter-personal and communication skills, including the ability to consult, negotiate, persuade and influence others</p> <p>Ability to establish positive relationships with key stakeholders at all levels of the organisation.</p>
Behaviours	
Trust	<p>Able to demonstrate personal conduct, integrity and credibility that inspires confidence in members, employees, customers, partners and others.</p>

	The ability to act as a role model, lead, manage, empower, nurture talent, and motivate employees.
	Self-aware and understands how own style and behaviour impacts on the performance of others.
One Team	<p>The ability to communicate and gain ownership of a clear vision and direction.</p> <p>Demonstrate strong emotional intelligence and resilience.</p> <p>Successfully lead teams and achieving performance and results through them</p>
Performance	<p>Strong focus on outcomes.</p> <p>Proactive and tenacious in approach.</p> <p>Demonstrate the ability and willingness to drive through continuous improvements in performance/service delivery</p> <p>To be accountable for personal performance, through meeting agreed personal targets and through undertaking planned programmes of professional development.</p>
Innovation	<p>Good judgement, strong analytical skills and the ability to use data and information intelligently and innovatively.</p> <p>Demonstrate the ability to adopt a creative and innovative approach to the role</p>
Customer	<p>Demonstrate a strong customer focus</p> <p>Demonstrate a strong personal commitment to quality and cost-effective public services, informed by customer and community involvement.</p>
Other Requirements	<p>Strong inter-personal and communication skills, including the ability to consult, negotiate, persuade and influence others</p> <p>Ability to attend meetings outside normal working hours</p> <p>Able to attend meetings or events etc. where public transport does not exist or is limited.</p>