

Unitary Integrated Programme

Job Description

Details of the job

Post title:	Project Manager
Salary grade:	£42,527 - £45,717
Hours:	37 Hours Per Week
Location:	Across Northamptonshire
Reports to:	Programme Manager
Service area:	Unitary Integrated Programme

Overall purpose of the post

1. To define, develop and deliver projects that are large scale and/or complex and/or have a high level of risk attached.
2. To be part of an in-house project management change capability, providing organisational learning, capability, resilience and value for money (VfM). To deliver through the successful implementation of defined projects, the desired outcomes.
3. To define business and IT system requirements for service areas within the Unitary Integrated Programme and to introduce solutions to meet these requirements; taking responsibility for the day to day running and delivery of the projects, resulting in new ways of working and identified business benefits being realised.
4. To provide senior leadership and process redesign expertise. Accountable for the planning, co-ordination, facilitation and monitoring of change projects; developing capacity and capability to embed service improvement tools and techniques supporting the continuous modernisation and redesign of traditional services.

Principal responsibilities

1. To define and agree priorities for business, I.T. Systems and requirements, recommend appropriate solutions and prepare specifications required for those solutions. Obtain Senior Responsible Owner (SRO) and/or Project Owner acceptance of proposals to meet their needs.
2. To actively engage with the Project Owner, SRO and other stakeholders during the course of a project and communicate effectively on project deliverables to ensure they are well received by the recipients of the change and that the project is successfully delivered and benefits realised.

3. To apply the agreed in house project management framework for the project (using relevant project standards) in order to ensure that projects are defined, governed and managed in a consistent manner.
4. To implement agreed solutions, ensuring compliance with Unitary Integrated Programme design principles, in accordance with the agreed in-house project management framework, creating new ways of working and identified benefits being realised by the business.
5. To secure and allocate resources as necessary for project work, working within an allotted budget and monitoring spend for each project, making appropriate adjustments within agreed limits in order to see a project through to successful conclusion.
6. To manage the work and priorities of the project team throughout the project lifecycle, defining appropriate products, standards and timescales in accordance with the agreed in-house project management framework, to ensure that the project delivers quality products to time and within budget.
7. To advise project boards, resolving issues and recommending corrective action as appropriate so that projects are sustained and implemented, working within the agreed decision making process/project governance arrangements.
8. To prepare project documentation, using the agreed in-house project management framework, guidance and associated toolkits. Set out the project objectives, plan, costs and performance measures to ensure that work is carried out in a timely and effective manner and to meet budgets and deadlines where applicable.
9. If appropriate, to prepare invitations to tender and manage the tender process through to successful completion to ensure that the procuring organisation gets value for money and services/resources secured are relevant and represent good practice.
10. To line manage a number of staff within the Unitary Integrated Programme team, ensuring their training, development and welfare needs are catered for and motivation is maintained. Where direct reports are being tasked by other project managers or the PMO, liaise with these to ensure that workloads and tasks allocated to their direct reports are appropriate and manageable.
11. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
12. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
13. To meet with key stakeholders across Northamptonshire and work in locations, where required.
14. 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.

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PERSON SPECIFICATION

Post Title:	Project Manager
Grade	£42,527 - £45,717
Service Area:	Unitary Integrated Programme

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Graduate level or equivalent professional qualification or relevant senior management experience.</p> <p>Post-graduate qualification or recognised professional training in programme/project management.</p>	<p>Evidence of professional, academic or management studies in one or more of the following disciplines; HR, Legal, Finance, IT or Procurement.</p> <p>Commitment to ongoing learning and personal</p>
Experience and Knowledge	<p>Knowledge and experience of the application of business process management methodologies, mapping and analysis tools, e.g. LEAN, Six Sigma, Visio, Protos, Casewise, Popkin.</p> <p>Experience of implementing document management systems in a large complex organisation.</p> <p>Knowledge and significant experience of delivery of project/change management concepts and methodologies in a complex environment e.g. PRINCE2, MSP, LEAN, (or equivalent), Theory of Constraints, PDSA cycle and the project development lifecycle.</p> <p>All round knowledge of capabilities of ICT to meet business needs, including I.T. systems requirements specification.</p> <p>Awareness of current best practice and evidenced based information that is applicable to the provision of quality services.</p>	<p>Procurement and/or Contract Management experience, with understanding and experience of outsourcing.</p> <p>Experience of working across Finance, Legal, HR, I.T., Procurement or in a shared services environment.</p> <p>Good working knowledge of service delivery disciplines and systems that support it, operations and customer access services and channels.</p> <p>Experience of Management/ Leadership at senior level.</p> <p>Experience of designing and delivering training and development in service improvement.</p>

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Ability and Skills	<p>Awareness of the National and Local Government agenda, current issues and challenges.</p> <p>Experience of managing medium and large sized projects (>£250k), working with external partners.</p> <p>Evidence of consistently achieved results within a largely unsupervised environment but within clear accountability framework.</p> <p>Experience of managing stakeholder relationships within complex projects with the ability to manage and resolve conflict, meeting challenging deadlines and delivering under pressure.</p> <p>Significant experience of managing budgets.</p> <p>Significant experience of successfully leading, managing, coaching and developing diverse project teams in delivering demonstrable and sustainable service improvements.</p> <p>Experience of designing suitable key performance indicators and analysing results.</p> <p>Experience of staff management.</p> <p>Political sensitivity and a demonstrable ability to recognise influence and manage the communication consequences of sensitive project issues.</p> <p>Excellent organisational and time management skills, ability to plan and deliver objectives within an agreed timeframe.</p>	
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	<p>Self critical, recognising and learning from mistakes.</p> <p>Excellent written and verbal communication and presentation skills.</p> <p>Excellent interpersonal skills with the ability to gain the respect of multi-professional teams, enthuse and motivate individuals and teams.</p> <p>Ability to successfully manage significant changes in working practices.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a local authority, other than a parish council