

<b>POST TITLE</b>	Senior Project Manager
<b>DIRECTORATE</b>	CORPORATE SERVICES
<b>SERVICE</b>	STRATEGIC CHANGE AND DELIVERY
<b>RESPONSIBLE TO</b>	CHANGE AND DELIVERY MANAGER
<b>NUMBER OF POST HOLDERS</b>	
<b>ACTING UP/ SECONDMENT</b>	YES

**PURPOSE OF JOB**

The postholder will take a leading role in progressing a complex project/programme, or a range of less complicated projects/programmes, to support the delivery of the Council’s Medium Term Financial plan and Council Business plan, ensuring project outcomes are delivered on time.

The postholder will ensure effective and efficient reporting to management and will ensure effective stakeholder engagement. The postholder will ensure that all resources are utilised effectively whilst working towards the delivery of projects.

**THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

The postholder will ensure effective and efficient reporting to management and other interested parties, on the progress of the projects being managed and will ensure effective stakeholder engagement. The postholder will ensure that all resources are utilised effectively whilst working towards the delivery of projects.

They will apply best management practice in relation to the management of programmes and projects, ensuring the application of Managing Successful Programmes and Council approved methodologies, Council standing orders/financial regulations, Customer Focus and Best Value principles.

The postholder will be responsible for applying and developing a structured, quality assurance framework to be used across all projects from the point of inception through to completion and review, thereby minimising risks and maximising benefits.

**THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

The postholder’s environment is one of varying, and often conflicting, political and other vested interests. There will be a high level of competing priorities and demands, which must be dealt with effectively and diplomatically.

The postholder must demonstrate a creative and constructive approach to problem solving and develop a positive environment that encourages continuous development and service improvement on an incremental as well as transformational basis. An ability to interpret a range of complex information is essential in order to ensure that decisions are properly informed by technical, political and presentational expertise. The postholder must demonstrate confidence in their own judgement whilst encouraging feedback and responding constructively to alternative ideas and proposals.

The postholder has a wide range of contacts both internal and external relating to the effective management and organisation of projects and programmes.

The post will deal with a range of complex and contentious matters requiring a degree of support, persuasion and advocacy. The postholder must possess an understanding of both the political and local government framework together with corporate objectives to ensure that decisions taken are consistent with the stipulated outcomes of the project

The postholder makes a range of decisions which will have an impact on the outcomes of the project, and the systems/organisational arrangements of Council.

A degree or an equivalent professional qualification in relevant discipline is essential, as is an appropriate postgraduate or equivalent professional qualification. Relevant experience and demonstrated competence will also be taken into account. Prince 2 and/or Agile qualification highly desirable

**ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT) OK**

The post will work autonomously with minimal supervision, operating in a changing environment with the need to effectively and diplomatically manage competing priorities and interests. The post must be able to adapt flexibly to new demands and take appropriate action on matters requiring immediate response.

Physical demands, working conditions and work context are within the range of normal office based activities

**SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF) O**

The postholder will be expected to work under the general direction of the appropriate Project SRO or Project lead, but will necessarily have decision making freedom on a day to day basis. They will be required to develop their own work programmes, set their own targets, monitor performance and manage the conflicting priorities and deadlines that such a role entails.

The post will be expected to lead, manage and/or collaborate with a number of multi-disciplinary teams working to deliver specific project(s) as determined by the Change Programme priorities. There are likely to be up to 10 people working on each project at any one time

The postholder should establish and communicate clear standards and expectations and must delegate effectively to make the best use of the skills and resources available.

The postholder must be able to adapt quickly and flexibly to new demands and change, encouraging and harnessing development ideas and innovation from managers and staff.

**RESOURCES OK**

The postholder will manage any resources required to ensure that the project is completed on time and to the defined objectives. These resources will vary according to the project but are likely to include a mix of staff, external service providers and consultants where this is deemed to be required

**HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed, and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.