



Post title	Project Manager
Project Name	Tour de France Grand Départ 2027
Division / Section	Culture, Wellbeing and Economy
Directorate	Place
Responsible to	Senior Manager Cultural Partnerships
Number of post holders	1
Acting up/ Secondment	Secondment will be considered

PURPOSE OF JOB

Working as part of a team to lead and manage one or more complex projects, supporting core Council strategies and objectives, and focusing on organisational efficiency and improved customer services.

The post holder will provide professional advice, guidance and support to the department and key stakeholders, ensuring an effective and efficient service which is customer focused and outcome based.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

To oversee the co-ordination and management of all aspects of the ongoing project(s) including controlling project activities, planning, organisation and risk control whilst ensuring that the image and policies of the Council are promoted.

In conjunction with other project managers promote an integrated, consolidated and consistent Council-wide approach to project management, supported by the appropriate governance arrangements, processes and stakeholder engagement, e.g. Elected Members.

Manage and implement business change ensuring that all projects adhere to formal project management methodologies (e.g. Prince II). This will include the full life cycle of the project from scope, business case (including investment appraisal), project planning, project team management, cultural change management, budget monitoring and risk management to implementation and evaluation.

Identify and evaluate the risks associated with the project activities and take appropriate action to control and mitigate the risks. Ensure compliance with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives and professional project and programme standards.

Monitor, evaluate, and report on the project activities according to the evaluation framework and recommend any changes to enhance the project.

Produce and present detailed reports, business cases and management information to Senior Managers. Within this, develop sound business rationale/argument to identify improvement opportunities with supporting analysis and detailed recommendations.

Responsible for supporting the delivery and improvement of outcomes for customers, working in close partnership with service managers in both directorates and localities.

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

The post will require extensive knowledge and skills in project management. This will usually mean the post holder is qualified to degree or postgraduate level in a relevant discipline and will have an additional project management qualification or extensive management experience. The post should be Prince 2 practitioner or equivalent qualified or have experience of applying project management principles and methods, such as prince 2. Good working knowledge of Microsoft Office packages (Excel, Word, etc).

The post will have the ability to interpret, analyse and present a range of complex information for a variety of audiences using appropriate communication channels.

The post will make decisions in relation to specific business transformation activities and projects, in consultation with relevant stakeholders and management where appropriate.

The post will encourage innovation and a culture of continuous improvement across the Council.

The post will have a range of contacts, both internal and external, reflecting the varied nature of Council services and diversity of projects. This will include senior stakeholders such as Directors, Heads of Service, Elected Members, Trade Unions and internal and external customers.

The post is expected to effectively and diplomatically advise senior managers, managers and staff Council-wide on key actions required to support strategies and initiatives

ENVIRONMENT – WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

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.

Although the post may be exposed to some physical demands, and adverse working conditions, these will be predominantly within the range of normal office-based activities.

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

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

Responsibility for leading a project team and supervising consultants/others contracted to deliver aspects of the project(s).

RESOURCES

The post is accountable for a budget of up to £1.7m and will be responsible for monitoring overall project budgets. Post is responsible for project data and a PC.

HEALTH & 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.