

Job Description

Service:	Corporate Transformation, Insight and Performance
Job title:	Senior Project Manager
Grade:	Grade H
Hours of work:	37
Responsible to:	Transformation Manager
Responsible for	
Direct reports:	1-2
Indirect reports:	Matrix manage resources allocated to project work
Budget:	£100-400k

**Purpose of Post:**

The purpose of the role is to act as Senior Project Lead/Senior point of escalation on projects which are aligned to the Programmes of work associated with the reorganisation of Local Government in the region. The post holder will provide leadership within owned programmes for Local Government Reorganisation (LGR), which require input from senior Project Managers and senior members of staff across multiple local authorities, to ensure the programme of work defined for delivery is achievable, managed and aligns to the successful implementation of the reorganisation.

The role will actively engage with the wider LGR programme of works, as well as a range of stakeholders during the course of the transition period and will be required to communicate effectively on project deliverables to ensure they are well understood and received by the recipients of the change and that the project is successfully delivered and benefits realised.

The post holder will be required to apply the agreed in-house project management framework for the projects and governance in order to ensure that projects are defined, governed and managed in a consistent manner across the organisation and with neighbouring Authorities involved in LGR.

As part of the role there will be a requirement 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 to see a project through to successful conclusion.

The Senior Project Manager will lead the project team throughout the project lifecycle, setting outputs, standards and timescales in line with the in-house project management framework to deliver quality outcomes on time and within budget for LGR.

The post holder will share information proactively, advise project boards, resolve issues and recommend corrective action, ensuring projects are implemented through agreed governance and decision-making processes.

A key deliverable for the role will be to ensure there is a consistent approach across the workstreams for work required by the Council. 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.

The post holder will line manage as well as matrix manage several staff within the service, 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.



Key Deliverables:

Leadership

Lead the successful delivery of projects through effective programme and stakeholder management.

Deliver projects aligned to a Programme of work as set out by the Head of Service.

Maintain a project plan

Manage multiple resources from across the organisation as well as project managers and project resources from within the team.

To be responsible for the management of project risks and issues, ensuring these are recorded accurately and reviewed on a timely basis.

Financial Management

To identify and monitor business benefits; financial and non-financial

Report to management on the benefits tracking

To train Business Analysts and Project Management staff on how to track and manage benefit realisation across projects and programmes.

Service and People Management

To deliver individual projects, gathering and completing Business requirements.

To lead the required implementation of identified business activities as determined within the projects.

Customer Focus/Communications

To lead and manage the project team and project board meetings including all associated administrative processes, ensuring that all meetings are organised, accurately recorded and decisions recorded in accordance with departments, corporate and statutory requirements and ensure actions are followed through.

Ability to communicate complex concepts to a varied group of stakeholders in a way which is understood by all.

Statutory Data Collections/Management Information

Provide appropriate reporting and tracking of issues to the relevant Programme Lead and ensure effective implementation of any resulting action plans, contributing to lessons learned and promoting the sharing of best practices.



Cultural Change and Workforce Development

Promote a culture of continual improvement.

To act as a quality assurance mechanism ensuring that projects and programmes are well managed, adhere to appropriate standards and good practice and are aligned to strategic direction.

Stakeholder/Partner Management

To develop and maintain good working relations with all team members, council officers, Councillors, strategic partners, consultants and external stakeholders.

To identify key stakeholders and develop a good working relationship.

The ability to make and maintain effective working relationships with key stakeholders and team members to deliver results.

Organisation Contribution

Management of risk for the project in alignment with the Corporate Risk strategy.

Track progress and benefits against work stream objectives and the overall programme deliverables.

Available to lead, deliver and/or assist large and complex programmes, projects and transitions where applicable over and above work relating to LGR.



	Essential (E) or Desirable (D)	Method of assessment
Knowledge and Qualifications		
<p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>Example: Knowledge of planning legislation ...Relevant Degree, professional qualification or membership</p>	<p>Insert whether each criteria is (E) Essential or (D) Desirable</p>	<p>Insert how you will measure criteria has been met e.g.:</p> <p>Application form</p> <p>Interview</p> <p>Assessment task</p>
<p>A degree level qualification or equivalent experience as evidenced by experience of working at a Senior PM level, leading on complex programmes and projects.</p>	<p>Essential</p>	
<p>Relevant professional qualification or membership</p>	<p>Desirable</p>	
<p>Management qualification</p> <p>Relevant project and/or programme management skills or qualification e.g. Prince2</p>	<p>Essential</p>	
<p>Programme Management</p> <p>Knowledge and experience of the application of business process management methodologies, mapping</p>	<p>Essential</p>	<p>Application form</p> <p>Interview</p>



<p>and analysis tools, e.g. LEAN, Six Sigma, Visio</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>Essential</p>	
<p>All round knowledge of capabilities of Local Government Service delivery, including IT systems requirements specification.</p>	<p>Essential</p>	
<p>Awareness of current best practice and evidenced based information that is applicable to the provision of quality services.</p>	<p>Essential</p>	
<p>Evidence of professional, academic or management studies in one or more of the following disciplines; HR, Finance, IT or Procurement.</p>	<p>Essential</p>	
<p>Commitment to ongoing life long learning and personal development. Procurement and/or Contract Management experience, with understanding and experience of outsourcing.</p>	<p>Essential</p>	



<p>Good working knowledge of service delivery disciplines and systems that support it, operations and customer access services and channels.</p>	<p>Essential</p>	
<p>Awareness of the National and Local Government agenda, current issues and challenges.</p>	<p>Desirable</p>	
<p>Experience of managing medium and large sized projects (>E250k), working with external partners.</p>	<p>Essential</p>	
<p>Evidence of consistently achieved results within a largely unsupervised environment but within clear accountability framework.</p>	<p>Essential</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>Essential</p>	
<p>Data Management Good understanding of data management techniques including public sector information security and classification levels.</p>	<p>Essential</p>	<p>Interview</p>



<p>Good knowledge of risk management and its application.</p> <p>Expert in use of Microsoft applications.</p> <p>Extensive knowledge and experience of working in Microsoft Project, Planner or other industry standard planning software</p>		
<p>Organisational Understanding</p> <p>Good understanding of, and sensitivity to working with elected members.</p> <p>Understanding of the decision making and governance arrangements within local authorities.</p> <p>Strategic knowledge across all business functions (i.e. policy, finance, business development, HR and communications).</p> <p>Understanding of the decision making and governance arrangements within local authorities</p> <p>Strategic knowledge across all business functions (i.e. finance, quality, business development, HR and communications).</p>	<p>Essential</p>	<p>Interview</p>
<p>Experience</p>		



Experience the person would need to do the job	Insert whether each criteria is (E) Essential or (D) Desirable	
<p>Relationship Management</p> <p>Experience of developing strong and effective relationships across and outside of the organisation.</p> <p>Extensive experience of working with external consultants and strategic partners.</p> <p>Experience of communicating with a range of stakeholders including senior Council officers and strategic partners.</p> <p>Developed management & leadership skills combining an open and inclusive approach with the ability to operate as a strong team player.</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application form</p> <p>Interview</p>
<p>Leadership</p> <p>Experience of successfully leading, managing, coaching and developing diverse teams and delivering demonstrable and sustainable service improvements</p>	<p>Desirable</p>	<p>Interview</p>



<p>Programme Management</p> <p>Experience of working as a senior/lead project manager within a public sector organisation.</p> <p>5+ years' experience in a project and programme environment.</p>	<p>Essential</p>	<p>Application form</p> <p>Interview</p>
<p>Creative Thinking & Innovation</p> <p>Experience of having identifying new ways of thinking for a problem or situation.</p> <p>Experience of having identifying new ways of thinking for a problem or situation.</p>	<p>Desirable</p>	<p>Interview</p>
<p>Skills and Abilities</p>		
<p>Specific skills the applicant would need to do the job</p>	<p>Insert whether each criteria is (E) Essential or (D) Desirable</p>	<p>Insert how you will measure criteria has been met e.g.:</p> <p>Application form</p> <p>Interview</p> <p>Assessment task</p>
<p>Strategic Thinking</p> <p>Ability to think creatively, offering original solutions outside of conventional expectations. Ability to translate complex and specialised concepts and ideas into</p>	<p>Essential</p>	<p>Interview</p>



<p>meaningful plans and action. Ability to make good, clear-headed judgements and well-informed decisions which can be explained concisely, bringing constructive, informed challenge to complex problems.</p>		
<p>Collaborative Working</p> <p>Ability to build strong, professional relationships, working collaboratively across the organisation and with partners to promote and deliver the interests of the Council and the wider public sector.</p> <p>Ability to negotiate and persuade stakeholders when conveying contentious proposals, solutions and implementing resolutions. Ability to work as part of a team, sharing knowledge and experience, recognise the strengths and weaknesses of others, and constructively challenge to achieve productive outcomes.</p>	<p>Essential</p>	<p>Interview</p>
<p>Accountability</p> <p>Strives to identify areas for development in meeting expectations. Innovates within sphere of influence to change others behaviours and the use of resources for the better. Good knowledge of risk management and its application. An</p>	<p>Essential</p>	



<p>awareness of the need to maintain appropriate confidentiality and awareness of the principles of the Data Protection and Freedom of Information Acts.</p>		
<p>Communication</p> <p>Prepared to challenge existing thinking in a positive manner. Ability to undertake research of complex issues and to provide concise summaries of findings. Significant experience of presenting analytical results to a range of audiences.</p> <p>A high level of written and oral communication skills in order to communicate with and influence staff at all levels, members of the public and representatives of external organisations and to deliver effective presentations.</p>	<p>Essential</p>	
<p>Organised, analytical, and accurate with good attention to detail. Ability to work on own initiative and to deadlines and be proactive and highly motivated. Comfortable with considerable amounts of data/ information and operating within a very complex and varied environment. Demonstrate strong analytical skills and the ability to understand very complex issues and advise on complex solutions across</p>	<p>Essential</p>	



<p>business areas with the application of critical judgement.</p>		
<p>Decision Making and Impact on Others What impact the decisions made by the post holder would have on others across the Council</p>	<p>This role requires the ability to work on own initiative, managing multiple deliverables in a fast-paced set of service areas. The post holder must be able to manage projects to agreed deadlines without supervision.</p> <p>Implements robust reporting cycles, data analysis and dissemination of information.</p>	
<p>Communication with Internal and External Customers What customers the applicant would be in contact with in the job</p>	<p>Internal 40% Directors, senior managers, Members/CLT and project team members. Able to communicate with a wide range of stakeholders, using strong networking and influencing skills. Able to explain complex concepts clearly to varied audiences.</p> <p>External 60% Directors, senior managers and partner project teams across local authorities and organisations involved in the LGR programme. Able to define clear outcomes and explain requirements to project team members and suppliers.</p>	
<p>Personal Attributes and Other Requirements In this section please list any other qualities you are looking for from the applicant</p>	<p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members</p>	



HDC values



The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.

Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.

Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.

Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.

Respectful: We respect people's differences and are considerate to their needs.

Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.



Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.