

ROLE PROFILE



Role profile	
Title	Project Manager
Grade	GRADE H
Reference:	B284N
Reports to:	Senior Project Manager
Work style Definition	Office based hot–desk/touch down worker
Job Type	Professional
Primary purpose of role	<p>Managing the development and delivery of strategic capital funded & other infrastructure projects for the Council to time, budget & quality outcomes in line with Council priorities.</p> <p>Aiding and facilitating the delivery of Plymouth City Council infrastructure projects within the Council standing orders to benefit Plymouth residents, communities and businesses</p> <p>Management of a project team including external consultants and contractors to ensure the successful planning, execution, monitoring & control & delivery of medium/high risk projects ensuring value for money for the Council and it's residents.</p>
Key accountabilities and key measures	<div> <div> Role outcomes: Manage projects (75%) <ul style="list-style-type: none"> Responsible for the management of multiple project teams, including multi-disciplined projects funded by several agencies and strategic partners in order to ensure projects are developed and delivered to the required quality, on time, and within budget effectively managing risks, issues, benefits & dependencies, stakeholders through their full life cycle with awareness of strategic context Financially manage projects including completing and submitting regular claims forms to funders and maintaining effective records for audit purposes (the post holder has a </div> <div> Role measures <ul style="list-style-type: none"> Project teams are managed on a daily basis delivering the projects within agreed constraints agreed at the project Board Projects delivered to agreed cost, time and quality All project outputs are delivered Projects delivered with due regard to PCC financial and regulations, contract standing orders and other legislative requirements e.g. CDM regulations All governance requirements are met </div> </div>



Plymouth City Council is committed to providing access, adaptations and alternatives wherever possible, to enable people with disabilities to fulfil the criteria for and to carry out role duties.

	<p>contributory responsibility for budgets up to £3M)</p> <ul style="list-style-type: none"> ▪ Responsible for ensuring Members, Senior Officers and stakeholders are fully informed and communicated with effectively and where necessary ensuring close management and collaboration with external partners and suppliers ▪ Commission procure and manage inputs to projects involving the co-ordination of internal resources and/or the management of external consultancies, contractors, professional advisers and partner contractors ▪ Ensure infrastructure projects are designed and delivered taking account of the Constructions Design & Management Regulations 2015 <p>Funding Bids (10%)</p> <ul style="list-style-type: none"> • Prepare funding bids in order to maximise external funding for Europe, Central Government, National Lottery and other funding sources • Prepare business cases for submission to City Council Investment Board (CCIB) with input from client departments to obtain capital funding for projects <p>Report Writing (10%)</p> <ul style="list-style-type: none"> • Prepare committee reports, business cases, other documents and deliver presentations on strategy, programme management and related matters as required <p>Other (5%)</p> <ul style="list-style-type: none"> • Coaching and developing project support officers and other members of the team 	
Key activities	<ul style="list-style-type: none"> ▪ Consulting customers to ensure full understanding of requirements and needs ▪ Working in partnership with internal staff, customers, external consultants and contractors to deliver the project in the most cost effective and efficient way. ▪ Preparing the business case in consultation with the customer ▪ Undertaking procurement of surveys, consultants and contractor appointments as 	

	<p>required for each project</p> <ul style="list-style-type: none"> ▪ Regular progress meetings with customer and consultants, contractors ▪ Approving payments for goods/services works in connection with each project ▪ Monitoring and control of expenditure against budget for each project and reporting variances ▪ Maintaining accurate project records ▪ Liaising with internal departments/ sections to facilitate the successful delivery of projects e.g. planning case officers/building control officers
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Experience of project management, appraisal, business cases, procurement, contract letting and management, feasibility studies ▪ Experience of managing and monitoring budgets ▪ Prince 2 Foundation & Practitioner ▪ Experience of working with the CDM regulations
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Prince 2 Change Management
Essential experience	<ul style="list-style-type: none"> ▪ Managing Client Contractor relationships ▪ Understanding customer/stakeholder requirements ▪ Can demonstrate experience in planning, managing and delivering projects ▪ Experience in managing risks, issues and opportunities and mitigating those risks ▪ Supporting & developing team members ▪ Experience of problem solving ▪ Supporting and valuing equality in the workplace and in service delivery
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of capital project management, appraisal, business cases, procurement, contract letting and management, feasibility studies ▪ Procurement of works & services ▪ Management of contractors
Essential skills	<ul style="list-style-type: none"> ▪ Highly developed interpersonal & communication skills

Corporate standards

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.