PROJECT MANAGER

Role Profile

Title	Project Manager
Grade	GRADE H
Reference:	**N895**
Reports to:	Programme Manager
Work style Definition	Office based hot–desk/touch down worker
Job Type:	Professional
Primary purpose of role	Management of a project team to ensure the successful planning, execution, monitoring, control and closure of multiple, high/medium risk (as defined by the risk potential assessment), projects and the delivery of new capability. Coach, mentor and build the professional capabilities of your project team and less senior or experienced project staff.

Key accountabilities and key measures	**Role outcomes**	**Role measures**
	▪ Ensure multiple, high/medium risk projects are developed and managed to the required quality, on time and within budget, effectively managing risks, issues, benefits, dependencies, stakeholders, through their full lifecycle according to agreed PCC project management standards with awareness of strategic context. (70%) ▪ Responsible for ensuring stakeholders are fully informed and communicated with effectively and where necessary ensuring close management and collaboration with external partners and suppliers. (20%) ▪ Coaching and developing junior Project Managers/Project Officers and other members of Transformation Team. (10%)	▪ Project team are managed on a daily basis delivering the required products within the constraints agreed with the Project Board. ▪ Standard systems and tools used effectively. ▪ Project delivered to agreed cost, time and quality. ▪ All Project outputs delivered. ▪ All governance requirements met.
Key activities	▪ Estimate and forecasting of project deliverables at outset of multiple, high/medium risk, projects. (10%) ▪ Develop outline and full business cases and other necessary documentation for multiple, high/medium risk, projects. (10%)	

	- Report progress of projects as agreed within governance arrangements in line with standards set out by the Portfolio Office and give project advice and recommendations as required. (10%) - Use the required systems and tools to undertake effective project management. (10%) - Within their allocated projects, manage risk, issues, dependencies, resources, budgets, benefits, stakeholders, lessons learned and other relevant areas effectively. (40%) - Manage larger budgets of allocated projects, monitoring the expenditures and costs against delivered and realised benefits as the projects progress. (10%) - Appointment of project delivery team members and providing management and/or coaching and mentoring to ensure projects are delivered effectively. (10%) - Undertake other duties appropriate to grade of post including the provision of guidance and support to others in the team.
Essential qualifications/ knowledge	- Degree or equivalent experience related to Project or Change Management. - Prince 2 Foundation and Practitioner or equivalent professional qualification - Developing and implementing project standards.
Desirable qualifications/ knowledge	Change Management.
Essential experience	- Understanding stakeholder requirements. - Developing and managing robust budgets and resource plans. - Can demonstrate experience in planning, managing and delivering projects. Experience in managing risks, issues and opportunities and mitigating those risks. - Supporting and developing team members. - Experience of problem solving techniques. - Supporting and valuing equality in the workplace and in service delivery.
Desirable experience	Knowledge and experience of using the following procedures or similar in Microsoft Project Server (or similar), SharePoint and other systems used in project management.
Essential skills	- Planning and organisational skills. - Have excellent interpersonal skills be able to communicate effectively with internal and external partners, colleagues, suppliers. - Use of Microsoft Word, Excel, PowerPoint and Outlook.

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.