

JOB DESCRIPTION

Job Title: Project Manager

Directorate & Section/Unit: Economy & Infrastructure, Major Projects

Reporting to: Project Office Manager

Responsible for: Project Support Officers, Apprentices and management of internal and external staff assigned to the project e.g. agency and consultants

Salary Grade: PO2

DMA Management Level: Level 1 manager

DMA Span of Control (Direct Reports): 3

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** - Ensure delivery of a high-quality service which meets the needs of customers
- **Can Do Culture** - Be proactive to achieve excellence, finding solutions and creative ways of working
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To manage, support and deliver projects and work packages under the Major Projects remit to agreed project management standards (i.e. PRINCE2).
- To lead on the Project Operating Model for the Directorate of Economy & Infrastructure, ensuring projects are properly governed and appropriate approval systems are followed to ensure the efficient and effective delivery of projects.
- To produce, and manage relevant documentation, reports and project plans relating to Major Infrastructure Projects, and to supply reports to a range of internal stakeholders including County Councillors, Directors and external partners and agencies
- To ensure that projects deliver to Time, Cost, and Quality and ensure that benefits are realised in line with the Business Case.
- To lead projects within the County Council's Major Projects

Main Activities & Responsibilities:

- To organise, develop and project manage a range of projects within Major Projects and with partners, working with a variety of stakeholders, and to key objectives
- To manage, coach, develop and direct work of direct reports including professional development, performance, sickness and recruitment.
- To apply relevant change management processes and tools to create a strategy to support adoption of the changes required by the Project Operating Model with the Project Office Manager.
- To deputise for the Project Office Manager as required
- To develop and project manage plans which contribute to the effective implementation of projects within the current WCC programme on time to agreed standards; with the minimum of disruption to operational work.
- To report regularly to the relevant Project Boards and stakeholders on project progress as appropriate bringing to them issues requiring their decisions or approval. To follow up on any decisions made to ensure their implementation.
- To take responsibility for overall designated project & work package progress and use of resources, in particular to identify blockages to progress and facilitate their removal.

- Co-ordinate with other projects within the Programmes.
- To lead on the coordination of Monitoring & Evaluation Plans and any commissioning required under the Project Operating Model.
- To lead on Lessons Learnt, Project Checklist development and project information to be legally disclosed on all Major Projects
- To specify the requirements for identified elements of projects within the current WCC programme working with operational staff to ensure they will provide their required outputs.
- To ensure projects and Work Packages conform to identifiable quality standards
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- To ensure that effective procedures are in place to report project issues, to monitor their mitigation and ensure that problems are dealt with within agreed timescales
- To provide leadership and professional guidance to staff outside project teams who are also involved in the project, including suppliers, ensuring that work is undertaken to appropriate time scales, budgets and identified quality standards.
- To manage the budget allocated to individual projects or phases ensuring it is cost efficient, maximises resources and regular analysis is provided against forecast of spend.
- To ensure that Health and Safety legislation, procedures and regulations are observed as they relate to the post's area of responsibility.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff,

External: District & County Councils, Government Agencies & Departments, NHS, Clinical Commissioning Groups, Healthcare Professionals, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, members of the public, volunteers

Additional Information:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

PERSON SPECIFICATION

Job Title: Project Manager

Directorate & Section/Unit: Economy & Infrastructure, Major Projects

Salary Grade: PO2

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial relevant experience of large project/programme and /or change management activity within a complex organisation; delivering to time, cost, and quality and ensure that benefits are realised in line with the Business Case.
- Significant period of working/managing within local government or large private sector organisations.
- Significant experience of managing a wide range of stakeholders, including across multiple organisations
- Significant experience of change management techniques and their application
- Substantial experience of the successful people management and supervision of staff and developing high performing teams; to motivate, challenge, support and develop individuals to delivery complex outcomes.
- Significant experience of budget management and reporting
- Practical experience of formal presentations at senior level using a variety of techniques

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Expert knowledge of resource issues and implications of managing a multi-faceted project
- Expert knowledge of process re-engineering processes and its application
- Expert knowledge of change management techniques and their application
- Expert analytical and judgemental skills to analyse interpret and communicate complex situations which may contain several components and from which a number of options may be presented.
- Ability to deliver projects to resource targets.
- Effective communication skills - oral and written
- Concise and plain English report writing style
- Pragmatic and analytical approach to problem solving
- Excellent organisational skills
- Detailed knowledge of Microsoft Office applications including Microsoft project and Visio
- Ability to work with confidentiality, sensitivity and within a political environment.

It is **desirable** that the post holder has:

- Experience in highways / transportation which also encompasses implementation of infrastructure projects
- Understanding of procurement procedures

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A recognised project management qualification and significant project management experience.
- A Level 6 or equivalent compensatory experience.
- Evidence of further professional development, within a relevant area or able to show relevant experience e.g. IT Implementation, Change Management, Procurement, Process Engineering or Service re-structure

ADDITIONAL INFORMATION:

It is **essential** that the post holder:

- Maintains their personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Has the ability to travel throughout the county at short notice where public transport may be limited
- Is able and willing to attend meetings that may be held outside of normal office hours (i.e. weekends and evenings)