



SWINDON
BOROUGH COUNCIL

Role Profile

Job title:	Project Manager	Role Profile No	P/A
Grade/s	R		
Salary Range			
Directorate / Pillar / Strand	Housing & Communities	Reporting to:	Technical Programme & Strategic Delivery Manager
		Responsible for:	None

Reporting Structure: Reports to Technical Programme & Strategic Delivery Manager

Role Overview

To facilitate and lead positive change in line with the corporate ambition of the Council through effective and appropriate project management of strategic change projects that enable project teams to deliver the planned benefits on time, within budget, while creating the value needed by all stakeholders

Role Purpose:

- To successfully project manage Council strategic projects delivering a wide range of significant benefits for the Council predominantly aligned to the Council's Swindon Programme
- To support the Technical Programme & Strategic Place Delivery Manager to formulate and implement a Council wide project management approach that supports the ambition and changing needs of the Council
- Supports project sponsors as required to enable them to fulfil their obligations.
- To provide quality assurance, facilitation, promoting project management principles and methods, coaching and mentoring to actively drive out efficiencies through new interventions on projects.
- Ensure that all relevant Stakeholders are involved as appropriate in the development of the business cases and PIDs, including any Member or Cabinet approval.
- To prepare and draft reports for submission to project governance boards, Corporate Board, Cabinet, and as required for any other Committees, setting out progress on the project(s), recommendations for decisions to be made and any other information as necessary.
- Create innovative opportunities to deliver positive change. Provide or instigate appropriate interventions where achievement is at risk.
- Build effective working relationships to ensure that strategic outcomes are effectively enabled by

projects, achieving optimum Value for Money.

- Lead and support the continuous development and deployment of effective project and change management disciplines across the Council.
- Facilitate the development of effective business cases as well as other necessary documentation aligning the project and the required investment to strategic benefits and outcomes. Ensure documentation is fit for purpose and is kept live to enable effective project delivery.
- Ensure all key stakeholder are engaged appropriately and that change projects seamlessly transfer into BAU
- Regular contact on a daily basis with a large and varying number of groups/individuals both internal and external to the Council. Day to day engagement with and provide support, leadership and advice to Directors/Heads of Service and senior managers across Council departments and partner organisations, as required to ensure significant projects are effectively delivered.
- To keep abreast of relevant legislation, market developments and new systems commensurate with the objectives of the project management team

Role Accountabilities:

- Provide appropriate change and project management on key strategic projects critical to overall ambition of the Council.
- Ensures that projects for which the post holder is the designated project manager are delivering the intended outcomes, providing appropriate intervention when the Council's position is at risk of compromise which may include providing challenge at any managerial level.
- Assess the financial, operational and political impact of any changes to projects and propose solutions and mitigation.
- Ensure all project changes are agreed and recorded through a variation process.
- Ensure a status record of the projects being undertaken by the Technical team is held and updated on a quarterly, escalating any key risks on specific projects to the Technical Programme & Strategic Place Delivery Manager
- Develop and embed strategies for driving projects at pace, within budget and delivering to agreed outcomes across the Council, through smarter project management and influencing key stakeholders and project owners to take personal ownership of running projects effectively and efficiently. This role will take ownership for ensuring the successful implementation of these strategies.
- Ensure the council's project processes are streamlined, simple, scalable and designed to really enable outcomes to be delivered as quickly and effectively as possible.
- Facilitate in resolving complex project issues between parties, assuming the role of lead negotiator as required achieving a 'win-win' outcome for the relevant parties.
- To prepare and draft reports for submission to Corporate Board, Cabinet, and as required for any other Committees in relation to the activities undertaken within this job profile.
- Provide leadership, advice and support to Council teams to improve delivery.
- Ensure that each project remains structured to drive out maximum value and enable service user business outcomes to be delivered.

Specific responsibilities and accountabilities

- Ensure continued professional development undertaken as required enabling the team to maximise their input and influence on all projects.

Knowledge and Experience

- A minimum of 2 years' experience of successfully managing significant projects in complex organisations
- Demonstrable successful approach to managing the performance of projects and project teams
- Effective engagement skills that can facilitate embedded, positive change that is sustainable.
- Demonstrable ability to influence at all levels of internal and external businesses and facilitate 'win-win' outcomes.
- Knowledge and interpretation of project management to adapt processes as needed and influence stakeholders to deliver project outputs at pace
- Demonstrable experience of developing risk management strategies and supporting and influencing stakeholders to mitigate project risks.
- Experience of successfully working within multi-disciplinary teams, all levels of staff and management and internal and external stakeholders
- Experience of influencing and working collaboratively with a range of stakeholders integral to the success of a project(s) including, but not limited to, internal departments, external partners, agencies, government departments and other local authorities.
- Confident in and able to challenge actions, behaviours and decisions, at a senior level, in the event that they are contrary to the project(s) objectives.
- Ability to promote excellent customer service, giving high priority to customer satisfaction.

Statutory and or Qualifications required for this post:

A professional Project or Change Management qualification e.g. Prince 2 Foundation and Practitioner qualified or equivalent work related experience.

Contacts and Relationships

Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role.