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| Job title: | Senior Project Manager | Role Profile No | P/A |
| Grade/s | S | | |
| Salary Range | | | |
| Directorate / Pillar / Strand | Communities & Housing / Strategic Allocations & New Eastern Villages Team | Reporting to: | Technical Programme & Strategic Place Delivery Manager X3 Assistant Project Manager |
| | | Responsible for: | |

Reporting Structure: Reports to Technical Programme & Strategic Place Delivery Manager

Role Overview

This post has lead responsibility for undertaking the project manager role on the Councils key, strategic and complex projects ensuring that each project delivers the predicted benefits on time, within budget, generating exceptional value for the Council. The role also assumes responsibility for the leadership, direction of the Project Managers and line management of the Assistant Project Managers within the Technical team.

Role Purpose:

- To successfully project manage Council strategic/cross-cutting projects delivering a wide range of significant benefits for the Council.
- Create innovative opportunities for the project(s) to deliver exceptional results. Provide or instigate appropriate interventions where achievement is at risk.
- Works in partnership with relevant Council officers to ensure that strategic outcomes are effectively delivered for projects, achieving optimum Value for Money.
- Ensures the project management and governance arrangements are structured to successfully deliver against the project(s) outcomes.
- Supports project sponsors as required to enable them to fulfil their obligations.
- Responsible for ensuring that Project Managers within the Technical Team are delivering against the objectives of their project(s).

- 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.
- Responsible for ensuring that project management disciplines are embedded across the Council To provide quality assurance, facilitation, promoting project management principles and methods, coaching and mentoring to actively drive out efficiencies through new interventions on projects.
- Ensures that no project managed by a member of the Technical Team is allowed to commence without an agreed business case (including demonstrable benefits to be achieved) and PID in place; ensuring they are aligned with the project(s) objectives and approach and the proposed investments are relative to the predicted benefit.
- 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.
- 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 project manager leadership on key strategic and complex projects critical to the Council's achievement of its strategic objectives.
- No specific budget responsibility but responsible for ensuring effective project management advice is given and managing an individual project over £25m
- 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.
- Provide leadership and support Council teams to understand project management and associated risks and implications of non-application of appropriate project management processes and approach.
- Ensure the project benefits are delivered in line with Council performance (time and specification) and cost expectations ensuring the projects are delivered effectively and enable the efficient operation and transformation of Council services
- Ensure that each project remains structured to drive out maximum value and enable service user business outcomes to be delivered.
- 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.
- To lead, direct and manage staff and workload within the Technical Team.
- 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

- Work in partnership with the Project Managers to maximise the project management, commercial and risk support and advice provided to the wider business.
- 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.

Specific responsibilities and accountabilities

- To lead, direct, motivate and manage staff and workload within the Technical Team
- Ensure continued professional development undertaken as required enabling the team to maximise their input and influence on all projects.

Knowledge and Experience

- Substantial experience in project management using leading methodologies and processes.
- Significant experience of and accountability for ensuring that complex/major projects are delivered on time, within budget to the agreed standards.
- Experience of working in a senior project management role within a large organisation with significant numbers of large and complex projects.
- A strong negotiator, committed to achieving/facilitating sustainable outcomes for projects.
- Demonstrable ability to influence at all levels of internal and external businesses and facilitate 'win-win' outcomes.
- Comprehensive knowledge and interpretation of project management to adapt processes as needed and influence stakeholders to achieve the desired project(s) outcomes.
- Demonstrable experience of developing risk management strategies and supporting and influencing stakeholders to mitigate project risks.
- Experience of developing project management strategy and execution.
- Demonstrable project management acumen and professional credibility.
- Experience of successfully working within multi-disciplinary teams, including Heads of Service, senior managers, Members and other key stakeholders, including external partners.
- Ability to operate confidently at all levels within the business including Members, Heads of Service, senior managers, and other key stakeholders, including external partners.
- 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.
- An excellent motivator of self and others.
- Experience of analysing situations and developing creative solutions.
- Experience of facilitation and problem solving to a successful outcome.
- Excellent verbal and written communication skills, including formal presentation. Excellent attention to detail.

Statutory and or Qualifications required for this post:

Prince 2 Foundation and Practitioner qualified
MSc Transport Planning & Management
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.