



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Assistant Project Manager	<b>Role Profile Number:</b> ENN41
<b>Grade: N</b> <b>Salary:</b>	<b>Date Prepared:</b> September 2022
<b>Directorate/Group:</b> Corporate Projects Team	<b>Reporting to:</b> Senior Project Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

- To work as part of the Corporate Projects Team in the management of the Digital Service & Business Change, in liaising with internal sponsors, ensuring that projects are developed and delivered through established project management principles

### Key Accountabilities

- Prepare project documentation for multi-disciplinary, in-house and partner project teams, including the development of project briefs and business cases with project sponsors.
- Convene and chair project meetings
- Act as the single point of contact for all stakeholders and external agencies concerning progress of specific projects
- When required, support the project manager in the delivery of projects
- Draft written and verbal reports to project board and, subject to approval, Cabinet Member or committees as required.
- Monitor project progress and prepare status reports for the project board, other stakeholders and corporate project monitoring processes
- Be responsible for the carrying out of post implementation reviews and audits in pursuit of continuous improvement

### Supplementary Accountabilities

- Co-ordinate with directorate and central finance teams in monitoring fees and expenditure
- Identify and develop improvements to project management processes, supporting and advising other teams

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Member or working towards membership of an appropriate professional institution
- Experience in supporting, managing and delivering projects
- Competency in project management processes and a level of understanding of local government (preferred)
- Excellent communication skills
- Experience of working with multi-disciplinary senior professionals and members within a local authority (preferred)
- The ability to influence senior managers, members, other stakeholders and external bodies
- Experienced in taking measured risks commensurate to value added to potential outcome
- Ability to work outside of normal working hours to attend meetings, committees etc.

### **Qualifications**

- Educated to diploma/HNC/HND level or equivalent compensatory experience
- Prince2 Foundation qualified (desirable)

### **Decision Making**

- Regular reports and advice to members and senior managers

### **Creativity and Innovation**

- Development of project management processes and procedures
- Scoping and planning of projects

<b><u>Job Scope</u></b>  <b>Number and types of jobs managed</b> <ul style="list-style-type: none"><li>• None</li></ul> <b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>• Project Actions</li></ul>	<b>Budget Holder Responsibility</b>  <b>Asset Responsibility</b>	No  None
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**Contacts and Relationships** *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Contractors and SBC operational staff
- Project Managers / Senior Project Managers
- Officers and senior managers
- External consultants

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Manager's Signature:</b>	Print Name:
<b>Date:</b>	