

<b>Job Title:</b> Assistant Project Manager	<b>Role Profile Number:</b> ENN41
<b>Grade: N</b>	<b>Date Prepared:</b> November 2020
<b>Directorate/Group:</b> Digital Service & Corporate Programmes	<b>Reporting to:</b> Senior Project Manager
<b>Structure Chart attached:</b>	No

**Job Purpose**

- To work as part of the Project Management Team in the management of the Digital Service & Corporate Programmes Directorate of programme of work, 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
- Co-ordinate public consultation and public relations concerning projects
- 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
- Assist in the preparation, implementation and management of contracts.
- Identify and develop improvements to project management processes, supporting and advising other

teams, managers and technical staff.

- Deputise for other members of the project management team in their absence on day-to day matters arising and make decisions as appropriate.
- To mentor the apprentice working within the Digital Service & Corporate Programmes
- Skilled in the use of multiple IT packages and systems relevant to the organisation

**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 managing and delivering relevant projects and programmes (preferred)
- Competency in project management processes and a level of understanding of local government.
- Excellent communication skills
- Experience of working with multi-disciplinary senior professionals and members within a local authority
- 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
- Level 3 Business Admin (desirable)
- 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
- Must be creative and innovative whilst delivering solutions that aid project delivery

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Project Actions</li> </ul>	<p><b>Budget Holder Responsibility</b></p> <p><b>Asset Responsibility</b></p>	<p>No</p> <p>.</p> <p>None</p>
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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.
- Officers and senior managers.
- Members of the public.
- External consultants.

**Values & Behaviours**

We strive to underpin our culture of being At our Best through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

**Other Key Features of the role** (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	