Role Profile

Reference Number	MUL102
Role Title	Project / Programme Manager I
Directorate	Multiple
Department	Multiple
Reports to	Senior Project Manager/Programme Manager/Head of Service

Role Purpose

Plans and manages complete projects or elements of complex projects/programmes, ensuring that changes are delivered within time, cost and quality constraints, to enable the realisation of business benefits for the organisation. Role holders will be expected to manage complete significant projects or work on elements of complex, or broader projects or programmes of work - significant in terms of value, impact or risk.

Accountabilities

- Contribute to defining significant projects, partnering with colleagues and stakeholders to define objectives, scope and approach, and designing the schemes of work to be delivered. Significant in terms of value, impact or risk.
- Lead the delivery of significant projects, providing matrix management for multi-disciplinary teams (including external contractors), and enabling team members to deliver change effectively.
- Plan and control the delivery of significant projects, ensuring that resources, milestones, risks and issues, and dependencies between workstreams are effectively managed at all times.
- Provide advice and subject matter expertise in project, change management and approaches, so that projects within BCP are delivered in accordance with techniques and best practice.
- Review and interpret programme and project management related functional policies or processes, develop and recommend changes and provide advice to colleagues to ensure their effective implementation.
- Lead quality reviews in order to identify, assess and take action to mitigate risks to achieving project objectives.
- Review, interpret and implement programme, project and change management policies and procedures. Develop and recommend changes and provide advice to colleagues to ensure their effective implementation.
- Provide advice and subject matter expertise in project, change management and approaches, so that projects within BCP are delivered in accordance with techniques and best practice.
- Manage, monitor and report on programme or project funding to ensure that the projects are delivered within budget and that procurements comply with financial regulations.
- Oversee, identify and prepare bids for external funding to help delivery of projects and programmes.
- Champion the project and associated services, seeking out opportunities to create market awareness for the project to drive inward investment success of the project and promote reputation of the work of BCP.
- Establish and maintain use programme/project management governance for significant projects and prepare and present reports to the Project Board.

Knowledge / Skills / Experience required

- Degree and/or Member of an appropriate professional body relevant to the service area.
- Relevant project management qualification, e.g. PRINCE2, APM or equivalent.
- Advanced knowledge of project management methodologies.
- Detailed knowledge in area of service or specialism including a general, broader understanding of the public sector and the issues that it faces.
- Experience of managing projects and project teams.
- Experience managing and reporting on budgets and project costs.
- Ability to communicate clearly and persuasively with a range of stakeholders and project teams.
- Ability to analyse and present information including statistical data and prepare reports
- Ability to manage and direct project teams and supervise the quality of outputs.

Dimensions of role

- This role manages a matrix team made up of Council employees, external advisers and consultants.
- This role may also oversee the work of a smaller professional advisory team within a supervisory/management hierarchy.
- This role will manage a budget and/or contribute to the management of the overall programme budget and will impact on savings.
- Planning will typically be over weeks and months, dependent on the project being undertaken.

Notes

Date:	13/12/2021
Working Conditions:	• Working conditions do not have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them.
Working Arrangements:	• No specified working arrangements outside of a normal working pattern.