

Job Description

Senior Project Manager



Role Profile	Specialist Band L
Service/Team	Programmes & Project Management (PPM)
Reports to	Programme Manager
Responsible for	Project Managers/Project Officers
Number of posts	4
Post number	To be confirmed
Career Grade	BCP Band L

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by driving organisational success of strategic and operational objectives through effective project management, leadership and collaboration.

Job Overview

Plans and manages the delivery of complex organisational key projects and programmes of work. Supports Programme Manager to ensure that activity is delivered by the team in accordance with the Project Framework and appropriate project management methodologies.

Provides team lead support to team members, fostering a collaborative and high performing work environment.

Key Responsibilities

- Develop and deliver comprehensive and complex project and programme plans.
- Support Programme Manager with Directorate roadmap project and programme planning and delivery activities.
- Ensure risk and issues are managed appropriately across work packages, using the correct escalation routes throughout the business.
- Foster strong relationships and collaborate with all levels of stakeholders across the organisation to ensure strategic and operational requirements of the organisational portfolios are met and delivered.
- Implement effective lines of communication between all members of the project team, client colleagues, and senior management.
- Lead and motivate project teams, providing direction, guidance and support where required. Support Programme Manager with team leadership, coaching and development of the team to ensure team standard and adherence to PPM Project Framework.
- Support and input to strategic activities with senior team to optimise our ongoing delivery as a Centre of Expertise within the organisation.
- Work with colleagues to clearly define projects or work packages.

Specific Qualifications and Experience

- Educated to degree level (or equivalent experience)

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

- Formal qualification in project management or significant experience of managing major change.
- Change Management qualification or equivalent practical experience.
- Able to build relationships and rapport quickly to partner with a business area.
- Able to translate and present complex strategies and programmes of work clearly and articulately to ensure understanding and engagement at all levels to support positive delivery.
- Supervisory/team leader skills and experience.

Personal Qualities & Attributes

- Strong leadership, communication, people and project management skills.
- A proven track record of successful delivery of complex projects within scope, on time and within budget.
- A strategic thinker with the ability to manage multiple projects simultaneously.
- A role model with experience of successfully managing, coaching and leading teams and individuals.
- Strong analytical and problem-solving abilities, with the ability to adapt to changing priorities and requirements.
- Able to apply good project management disciplines in any organisational context.
- Strong collaboration and partnership skills, with the ability to build and foster excellent relationships.

Job Requirements

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.