

# Job Description

Role Profile	-	Project Manager II
Service/Team	—	Programmes & Project Management (PPM)
Reports to	—	Senior Project Manager / Programme Manager
Responsible for	—	
Number of posts	—	
Post number	—	
Grade	—	BCP Band K

**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 defining effective project management approaches for delivery and achieving successful collaboration across stakeholder groups. Activity supports the improvement of service delivery and delivers initiatives which enhance the council's efficiency and responsiveness to the needs of the community.

## Job Overview

Defines, plans and manages the delivery of medium to large size and complexity projects and/or contributes to high impact critical projects or programmes in accordance with the Council's Programme and Project Management Framework.

Takes a collaborative approach to meet objectives and aims of the project; coordinating the activity of the project team, stakeholders and sponsors to ensure delivery in line with time, quality and cost requirements.

## Key Responsibilities

- Defines, plans and executes medium to large size projects through the project lifecycle, using the project framework and project management methodologies, with the ability to draw and engage skills and expertise for delivery from across the organisation.
- Define complex project scope, objectives and deliverables, managing stakeholder groups to ensure effective alignment to the project framework and successful project outputs.
- Use knowledge of the BCP network to effectively collaborate with colleagues across BCP to drive strategic and operational objectives.
- Identify and manage risks, issues and change as part of framework in a complex environment, facilitate positive resolution. Escalate confidently when necessary to ensure project success.
- Identify project resources, assign tasks and management of project team to ensure optimal performance and successful outputs.
- Facilitate effective communication and collaboration, fostering a positive and inclusive team environment and focus on delivery.
- Establish and maintain strong and complex project governance to ensure assurance against budget, quality and time.

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

## **Specific Qualifications and Experience**

- Relevant degree or equivalent experience
- Significant project management experience with clearly evidenced examples of project delivery in complex projects of medium to large scale.
- Advanced relevant professional qualification (Prince2, APM, Agile) or equivalent understanding with clearly evidenced continuous professional development demonstrating an understanding of best practice.
- Advanced knowledge of ICT including MS Office applications including Teams, Excel, Word and Outlook and Project Management software and applications
- Proven track record of delivering complex projects/programmes on time, on budget and to quality standards.
- Able to build relationships and rapport quickly to effectively manage stakeholders, including at Board / senior leadership level.
- Financial management experience and able to demonstrate effective use of budgets and resources to deliver projects within timescale, on budget with an awareness of income generation opportunities.

## **Personal Qualities & Attributes**

- Use effective interpersonal skills to develop solutions to complex or contentious problems where the information maybe unclear or conflicting to develop project strategies and scope to achieve delivery.
- Strong communication and influencing skills. Able to motivate, inspire and influence positively and collaboratively, proven project team management expertise.
- Problem solving and decision-making skills, with the ability to analyse, evaluate and resolve project issues and risks and drive mitigation at all levels.
- Ability to communicate complex and sensitive information at all levels.
- Able to plan, prioritise and organise the activities of self and others effectively, considering both short- and long-term implications to ensure adherence to strategic aims.

## **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.