



Role Profile

Reference Number	MUL101
Role Title	Project Manager
Directorate	Multiple
Department	Multiple
Reports to	Project /Programme Manager / Head of Service

Role Purpose

To plan and manage projects, provide advice or diagnose complex problems and/or service issues in order to support the effective management and delivery of a specific projects or programmes, within an area of specialism.

Role holders will be expected to manage complete projects with external or internal impact or contribute to complex, or broader projects or programmes of work.

Accountabilities

- Lead the delivery of a project, supervising the outputs provided by a multi-disciplinary team (including external contractors) so that team members are able to produce quality project outputs, and support achievement of project objectives.
- Use established systems to track key programme/project metrics, benefits, budgets, risks and highlight variances and trends in order to manage and control programme/project progress and contribute to effective governance of the programme/project.
- 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. Recommend changes to ensure effective implementation.
- Contribute to the identification and implementation of continuous improvements in area of specialism to support the quality/performance of programme / project management and delivery of fit for purpose initiatives. This will include analysis of trends and interpreting and evaluating best courses of action.
- Plan and carry out regular project quality reviews in order to identify, assess and take action to mitigate risks to project success.
- Communicate and liaise with internal and external stakeholders/customers to help them understand project objectives and progress, and to deliver assigned part of programmes/projects and support effective collaboration.
- Identify and prepare bids for external funding to help deliver projects and developments in service or facilities provision.
- Manage, monitor and reporting on project funding and finances, to ensure that the projects are delivered within budget and that funding is spent in accordance with regulations and requirements.
- Interpret business cases, funding bids and reports and provide advice and expertise in the securing of funding.

Knowledge / Skills / Experience required

- Degree or equivalent specialist experience in service area or relevant discipline.
- Relevant project management qualification, e.g. PRINCE2 or equivalent.
- Knowledge of project management methodologies.
- Knowledge in area of service or specialism including a general, broader understanding of the public sector and the issues that it faces (including knowledge of local government structures and partnerships)
- Experience of managing projects and project teams.
- Experience of monitoring budgets.
- Ability to communicate clearly and persuasively with a range of stakeholders.
- Ability to analyse and present information including statistical data and prepare reports
- Ability to 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 will monitor a budget and/or contribute to the management of the overall project budget
- Planning will typically be over weeks and months, dependent on the project being undertaken.

Notes

Date:	Updated 13/12/2021 JV
Working Conditions:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • No specified working arrangements outside of a normal working pattern.