Job Description

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

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

Plans and manages the delivery of small to medium size and complex projects or programme workstreams 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

- Plan and execute small to medium size projects through the project lifecycle, using the project framework and project management methodologies.
- Define project scope, objectives and deliverables in collaboration with stakeholders, where appropriate with support from the wider PPM team. Develop project approach and use associated tools and methods to drive execution of objectives.
- 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.
- Monitor project progress, track key milestones and provide regular updates to stakeholders, identifying and mitigating risks and issues as they arise. Escalate confidently when necessary to ensure project success.

Specific Qualifications and Experience

- Relevant degree (or equivalent experience)
- Advanced relevant professional qualification (Prince2, APM, Agile) or equivalent understanding with clearly evidenced continuous professional development demonstrating an understanding of best practice.
- Extensive relative work experience demonstrating practical and theoretical knowledge of effective project management in the Public Sector or comparable business sector.
- Good knowledge of ICT including MS Office applications, MS Dynamics and relevant project management software and applications.

- Proven track record of delivering complex or high-risk projects on time, on budget and to quality standards.
- Experience of successfully managing a complex and high-risk case load, planning and prioritising workload to respond effectively to changing or conflicting demands to ensure that deadlines are met.
- Able to build relationships and rapport quickly to partner with a business area with consideration to differing customer needs.

Personal Qualities & Attributes

- Strong communication and influencing skills. Able to motivate, inspire and influence positively and collaboratively. Able to resolve barriers to effective collaboration by communicating openly with others and challenging unhelpful behaviours.
- Problem solving and decision-making skills, with the ability to analyse, evaluate and resolve project issues and risks. Able to make evidence based, outcome focussed decisions with due consideration to risk without the need to refer complex decisions to management.
- Ability to communicate complex and sensitive information clearly and succinctly to a range of audiences in a focussed and engaging way.
- Demonstrates professional curiosity and a willingness to identify, create and implement more effective ways of working for the benefit of Services users.
- Able to coach and mentor others to support their professional development and for the benefit of the wider team.

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.