

Job Description

Project Manager



Role Profile	SG02 – Grade J
Service/Team	IT & Programmes
Reports to	Programme Manager – Programmes & Project Management

Job Overview

My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by ... ensuring that significant strategic programmes of change and projects are delivered effectively and meet their strategic aims to support the delivery of the Transformation and Corporate and Big Plan initiatives

To manage projects, provide advice or diagnose complex problems and/or service 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 or work on elements of complex, or broader projects or programmes of work

Key Responsibilities

- Use established systems to track key programme/project metrics, benefits, budgets, risks and highlight variances/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
- 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
- Plan and carry out regular project quality reviews in order to identify, assess and take action to mitigate risks to project success
- Build effective client relationships with internal and external stakeholders or customers to help them understand project objectives and progress, ensure the client brief is adhered to, and to deliver assigned part of programmes/projects and support effective collaboration. This will involve influencing, persuading, and understanding the needs of others in the delivery of projects
- Develop business cases, funding bids, and reports, and provide advice and expertise to assist in the securing of funding, to develop and improve management of projects, and improve services
- Manage, monitor and report 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

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

- Degree and/or Member of an appropriate professional body relevant to the service area
- Relevant project management qualification, e.g. PRINCE2 or equivalent
- 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

Personal Qualities & Attributes

- Influencing and negotiation skills to demonstrate new opportunities for ways of working to service teams
- Ability to communicate complex and sensitive information through both formal and informal methods in a methodical and clear manner to a wide range of audiences

Job Requirements

- This role manages a matrix team made up of Council employees, external advisers and consultants
- This role will manage a budget and/or contribute to the management of the overall programme budget and will impact on savings/costs
- 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