Job Summary

Post Title	Project Manager	**Pay Grade**	Grade 8
Directorate **Service Area**	Assistant Chief Executive (ACE) Strategic Programmes & Improvement Service	**Line Manager**	Programme Manager
Post Number/s (Mandatory for existing posts, If multiple posts state all)	TBC	**If existing post is the post title changing? If yes state both**	N
JE/GAR reference number (Mandatory for existing posts)		**Work Location**	The Gateway
Work style	Any desk	**Job Family & Role Profile**	OSP08M
DBS Check Required?	No		
Politically Restricted Post?	No		

Job Purpose and Job Context

Job Context: *We operate a single, integrated Strategic Programmes & Improvement Service with two strategic functions: Programmes & Improvement Delivery (portfolios, programmes and projects) and Assurance & Improvement Capability (Business Partnering, Corporate PMO & Corporate Change Hub). Together, these functions provide governance, standards, capability and delivery capacity to achieve the Council's priorities, with proportionate oversight, clear accountability and measurable benefits realisation.*

Job Purpose: Responsible for the hands-on delivery of complex, high-risk projects that support organisational priorities, improvement and change. The role personally leads day-to-day project delivery, applying professional project management to define scope, build and maintain plans, manage risks, issues and dependencies, and drives progress to ensure agreed outcomes are achieved within scope, time, cost and quality constraints. Operating within a large and politically sensitive environment, the Project Manager actively resolves delivery challenges, coordinates resources and suppliers, and works collaboratively across services and partners to ensure benefits are realised, embedded and sustained, while adhering to corporate governance and controls.

Main Responsibilities and Duties

- Act as the single point of delivery accountability for assigned projects, providing clear leadership, decisive direction and assurance to senior stakeholders throughout the project lifecycle.
- Lead and deliver allocated projects end-to-end, from initiation to closure, owning delivery outcomes, establishing clear scope, governance, controls and success measures aligned to Council priorities. Establish, operate and actively use project controls (plans, RAID, dependencies, reporting), intervening early to address delivery risks and ensure compliance with corporate processes, standards and decision making arrangements.
- Lead, motivate and direct multi-disciplinary project teams and suppliers through matrix working, setting clear direction, priorities and expectations, holding contributors to account and assuring quality of deliverables.
- Produce concise business cases, reports and recommendations to support evidence based decisions, providing clear delivery options, risk assessments and recommendations, and presenting confidently to boards and senior stakeholders.
- Proactively identify, escalated and resolve risks, issues and change requests leading mitigation activity, recommending clear options and taking corrective actions to safeguard delivery and outcomes.
- Monitor budgets and resources for assigned projects, ensuring value for money and adherence to financial controls.
- Lead benefits definition and tracking for assigned projects, ensuring benefits are measurable, owned by the business and effectively handed over to operational delivery.
- Champion consistent methods, tools and continuous improvement, sharing lessons learnt, strengthening delivery capability and actively contributing to project management frameworks, guidance and communities of practice.
- Build effective relationships with stakeholders, customers and partners, navigating political sensitivities and ensuring timely decisions and engagement.

Accountability

- If this role manages a budget please state the size of the budget: Project budget management up to £5m
- If this role monitors a budget please state the size of the budget: Project budget monitoring
- How many direct reports does this job have in its reporting line? Provides delivery leadership to multi-disciplinary project teams, setting clear objectives, priorities and standards, challenging under-performance, supporting capability development and ensuring high-quality outputs.
- How many indirect reports does this job have in its reporting line? No indirect reports

Scope for forward planning and deadlines

Planning & deadline requirements (tick all that apply):	✓	**Provide Job Specific Examples**
Up to 3 months	✓	Detailed stage planning, supplier onboarding, sprint/phase control and risk actions.
1 year	✓	Full project delivery plan, dependency mapping, board calendar and benefits milestones.
3-5 years	✓	Provide insight and lessons learned to inform service and portfolio planning.

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Delivers projects to a high professional standard, taking ownership for quality, outcomes and benefits realisation.

- Acts as a positive ambassador for the service and the Council, upholding governance, standards and reputation in all project activity.

Ambitious

- Actively seeks opportunities to improve ways of working, project delivery methods and outcomes for services and customers.
- Demonstrates a commitment to learning and development, applying new knowledge, tools and best practice to strengthen project delivery.

Collaborative

- Works effectively across services, disciplines and partners, building strong working relationships to enable successful project delivery.
- Encourages open communication, shared problem solving and collective ownership of project outcomes.

Trustworthy

- Acts with integrity and professionalism, managing sensitive information appropriately and being accountable for decisions and actions.
- Provides clear, honest and timely updates on progress, risks and issues, building trust with stakeholders and delivery partners.

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and from your references.

Knowledge, Skills and Experience *(taken from role profile to complete)*	**Job Specific Examples**	**Essential**	**Desirable**
Substantial operational experience in a large/complex organisation within a related specialist field.	Lead and deliver complex projects across multiple service areas in a large local authority, applying professional project management to achieve agreed outcomes and value for money.	x	
Expert knowledge of systems, policies, practices, procedures, legislation and emerging developments within the specialist area.	Apply recognised project and improvement methodologies and systems to design, govern and deliver complex projects, embedding best practice and continuous improvement.	x	
Thorough knowledge of the authority and wider sector/external influences.	Navigate the Council's constitution and decision making processes to secure timely approvals and manage political sensitivities throughout the project lifecycle.	x	
Extensive knowledge of local government and wider sector / external influences.		x	
Authority and credibility to build relationships and engage successfully with colleagues, partners and customers.	Build trusted relationships with senior colleagues, partners and stakeholders to enable effective engagement, influence and collaborative delivery.	x	

Excellent persuasion and negotiating skills, in order to motivate people and partnerships and influence outcomes critical to the organisation.	Influence and negotiate priorities, resources and scope with services and suppliers to maintain delivery of outcomes critical to the organisation	X	
Experience of managing budgets and resources.	Create, monitor and control project budgets and resource plans, ensuring financial compliance and value for money.	X	
Experience of developing policies, procedures and practices.	Contribute to PM templates, stage gate criteria and reporting standards; embed lessons learned into practice.	X	
Experienced project manager with a good understanding of project management methodologies and systems.	Use PRINCE2/MSP/Agile (as applicable) and portfolio tools to plan, govern, track and assure delivery.	X	
Proven ability to apply initiative and strategic awareness to problem solving and decision-making.	Lead the resolution of complex delivery risks/issues, bringing together stakeholders, analysing options and making timely, evidence based decisions that balance cost, benefit and risk.	X	
Excellent time management skills to manage a complex workload, prioritise and set deadlines.	Run multiple projects and / or work-streams; control critical path and dependencies while meeting board/reporting deadlines.	X	
Change management skills in addressing barriers to development of specialist service.	Plan and deliver stakeholder engagement, comms and training to support adoption and benefits realisation.	X	
Proven ability to manage, motivate and develop a team/teams of specialist staff.	Provide visible delivery leadership to matrix project teams; set clear deliverables, actively manage performance, coach contributors and assure quality under pressured timescales.	X	
Excellent ICT skills including use of Microsoft applications and specialist systems.	Use O365 (Teams/SharePoint/PowerPoint/Excel) and PM tools for plans, RAID, dashboards and board packs.	X	

Qualifications *(taken from role profile to complete)*	**Essential**	**Desirable**
Recognised Project Management qualification	X	
Educated to degree level or equivalent standard.	X	
Other Requirements	**Essential**	**Desirable**
A full driving license required to be able to carry out the role		x
Where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	Y	
This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare: • All unspent cautions and/or unspent convictions For further information on how long it takes for cautions and convictions cautions to become spent, please refer to our guide on the Rehabilitation of Offenders Act 1974 (updated 2023) | Nacro	Y	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.