

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources (Commercial for recording on BW)	Job Ref Number: 03368
---------------------------------------------------------------------	------------------------------

Service Area: Corporate Transformation	Grade: G11
--------------------------------------------------	-------------------

Job Title:
Senior Project Manager

PURPOSE OF JOB:

To support the implementation and delivery of the Council’s transformation activities, and other corporate priority and major projects. This role will lead and manage some of the Council’s most complex transformational and innovative change projects and programmes of work.

The role will be responsible in providing the day-to-day leadership for the delivery of their allocated project(s) or programme of work. Responsibilities include ensuring all work is delivered within the allocated budget, on time and to the agreed level of quality standards.

In working on the organisation’s most complex projects and programmes, the role will:

- Work on a range of activities that are new and untested which will require creative and innovative thinking across a diverse range of subjects
- Seek out unproven and untested solutions; to review, interpret and where appropriate amend operational practice and procedures where there are a number of possible appropriate solutions or responses
- Develop of options appraisal models and business cases including detailed financial modelling and analysis
- Develop and maintain positive working relationship across service areas with colleagues, senior leaders, providers and partners



MAIN DUTIES:	
1	Lead on a range of transformational and council priority projects and programmes, from discovery phase through the use of analytics & insight; to business analysis; project & programme management; change management and finally embedding into business as usual
2	Ensure through the lifecycle of a project, robust project controls, documentation and governance arrangements are in place, operate effectively and are compliant with the Council's Corporate standards.
3	Managing conflicting priorities and unresolved issues that may arise during the life cycle of a project or programme.
4	For each project, lead and work on developing a benefit strategy, including metrics to baseline benefits, monitor and track their realisation and where applicable successful handover to the business area at the end of the project.
5	Develop and lead for each project, a detailed stakeholder communication and engagement plan which covers the delivery and lifecycle of the project.
6	To realise the project or programme identified benefits, lead on the development and implementation of the change management plan
7	The development and production of options appraisals and business cases to support financial investment decisions.
8	Manage any temporary staff assigned to a project, ensuring all work is delivered within the allocated budget, on time and to the agreed level of quality standards
9	To analyse the most complex data and information through a range of techniques which may include statistical analysis, benchmarking, target setting. Interpret and where appropriate make recommendations where amendments could be made to operational practice and procedures through alternative solutions or responses.
10	Look to continuously improve services in area of responsibility, managing within allocated budgets and, identifying where possible, additional benefits including value for money savings.
11	To support all aspects of the council's assurance approach to the delivery of transformational and priority projects. This includes the preparation and participation in gateway reviews.
12	As a member of the Corporate Transformation Team, contribute to the development and maintenance of Team processes and documents and provide a variety of ad hoc support requests as required
13	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations Demonstrate a commitment to both personal and professional development through exceptional programme, project, change and leadership skills, sharing best practice and providing complimentary skills, mentoring support and guidance to the team and the wider project community within the Council, other officers, members and partners as required.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
The post-holder must, at the outset, be: <ul style="list-style-type: none"> • Tenacious & driven • Assertive & confident • Resourceful & able to take the initiative • Flexible & adaptable • Persuasive and challenging • Honest & trusted • Customer focused 	I	X	

<ul style="list-style-type: none"> • Open minded • Tactful • Have common sense combined with sound judgement & decision making • Willing to take responsibility and be accountable 			
A demonstrable understanding of the principles and application of programme and project management tools and techniques including good business analysis knowledge.	A/I	X	
Qualified in an appropriate Project Management discipline such as MSP / Prince II.	A	X	
<p>Experience of working at a senior level including:</p> <ul style="list-style-type: none"> • Programme and project management experience within a transformational environment and preferably within a political context to deliver change. • Leading in areas such as business analysis, project management, quality management, project delivery and change management. • Managing complex programmes and projects throughout the entire project lifecycle. 	A/I	X	
A detailed understanding of the diverse nature of the workings of local government, the challenges and opportunities currently facing it, and the needs of citizens.	A/I		X
Demonstrable experience of managing and implementing change within a large and complex organisations.	A/I	X	
The ability to establish and maintain credible relationships across all levels of the organisation, partner and other external organisations that require professional confidence in delivering projects and programmes.	A/I	X	
An excellent understanding of financial systems, including budgetary monitoring and systems.	A/I		X

<p>The ability to translate transformational change and improvement into budget, cash, cost avoidance and non-cashable benefits including baselining and monitoring through to actual realisation.</p>	<p>A/I</p>	<p>X</p>	
<p>An excellent understanding of risk and issue management.</p>	<p>A/I</p>	<p>X</p>	
<p>A range of communication skills which include:</p> <ul style="list-style-type: none"> • Excellent report writing and spoken communication using a wide range of media (such as oral / written / presentation / facilitation) <p>The ability to get the best from people during consultations / workshops / meetings</p>	<p>A/I/P/T</p>	<p>X</p>	
<p>Highly skilled in problem solving with skills that include:</p> <ul style="list-style-type: none"> • Good analytical skills including knowledge of techniques for data collection (e.g., interviews, workshops, benchmarking) and analysis (e.g. process modelling, process mapping and business requirements specification) <p>Use of innovative and creative techniques to develop solutions.</p>	<p>A/I/P/T</p>	<p>X</p>	
<p>A range of organisational and interpersonal skills that include:</p> <ul style="list-style-type: none"> • The ability to prioritise in a fast moving and complex environment • Able to generate innovative solutions and new ways of working • Demonstrable leadership skills and the ability to work with a wide range of stakeholders to gain ownership for a shared vision and direction and deliver results • Able to build relationships but also able to provide effective challenge 	<p>A/I</p>	<p>X</p>	

<ul style="list-style-type: none"> • Good facilitation skills to promote creative thinking and problem solving • Effective project manager skilled in matrix management • Able to motivate and lead cross-functional teams to achieve improvements in performance and changes in culture and practice. • Enthusiastic within a team approach, be able to stay calm under pressure <p>Influencing and negotiation skills to remove barriers and blockers within projects.</p>			
<p>A range of technical skills and methods which include:</p> <ul style="list-style-type: none"> • Statistical analysis • Lean systems • Process mapping • Project & change management • Performance analysis • Benchmarking • Assurance methodologies (gateway reviews) <p>Usual IT suite plus relevant specialist software: e.g. Information Management, Performance Management, Business Management.</p>	A/I	X	
<p>A proven track record of self-motivation and being able to work on own initiative including a strong background of seeking and responding to feedback through self-development activities.</p>	A/I		X

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.