Greater Lincolnshire
Combined County Authority

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: GLCCA	**Job Ref Number:**
Service Area: Resources	Grade: G10

Job Title: Senior Project Manager

PURPOSE OF JOB:

To support the implementation of corporate programmes and other key priorities, the post holder will lead and manage some of the GLCCA's most complex, ambitious, and innovative programmes.

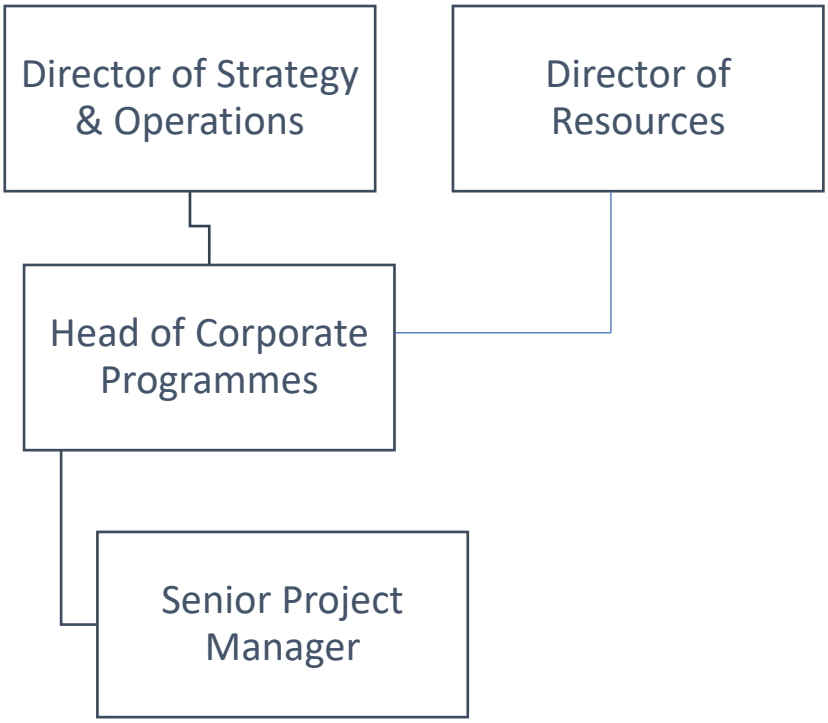
The role will work flexibly across the GLCCA's portfolios, including education and skills, transport, infrastructure and housing. The postholder will manage projects at pace, coordinate activity across partners and identify opportunities and dependencies between projects to maximise outcomes and value for Greater Lincolnshire.

The role will be required to:

- Have an oversight of assigned programmes or projects ensuring delivery within agreed timescales, budgets and quality standards.

TEAM STRUCTURE:

Type equation here.



MAIN DUTIES:

1	Lead the delivery of corporate programmes and projects, ensuring alignment with GLCCA strategic priorities, organisational objectives, approved business cases, and agreed benefits.
2	Provide programme and project leadership, assurance and governance, ensuring effective planning, performance monitoring, reporting, risk management, and compliance with the Authority's project management framework and Project Portfolio Management (PPM) system.
3	Manage complex stakeholder relationships across internal teams, government departments, partner organisations and external suppliers to ensure successful programme delivery and resolution of issues.
4	Oversee programme performance, budgets and funding requirements, ensuring resources are effectively managed, external funding conditions are met, and financial claims and reporting are completed accurately.
5	Prepare and present high-quality reports, analysis and recommendations to senior leadership, the CEO, the Mayor, boards and other governance groups to support decision-making.
6	Support the development and delivery of strategic initiatives and funding opportunities, including business cases, investment proposals and funding applications that contribute to the Authority's priorities.

7	Undertake any such other duties as may be reasonably expected at this level.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.

This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.

The role will be based full-time in Greater Lincolnshire, with a requirement to travel.

Person Specification

Requirements	Where identified*	Essential	Desirable
Educated to degree level or equivalent relevant professional experience.	A	Y	
Recognised programme or project management qualification (e.g. PRINCE2 Practitioner, MSP, APM PMQ, Agile) or equivalent experience.	A	Y	

Significant experience of leading and delivering complex programmes and projects within a public sector, local government, combined authority or similarly complex/political environment.	A/I	Y	
Experience of establishing and maintaining effective programme governance, assurance, reporting and risk management arrangements	A/I		
Experience of using Project Portfolio Management (PPM) systems to monitor, manage and report programme and project performance.	A/I	Y	
Experience of using Project Portfolio Management (PPM) systems and digital tools, including AI-enabled functionality where appropriate, to monitor, manage and report programme and project performance.	A/I	Y	
Experience of preparing high-quality reports, briefings and recommendations for senior leaders, boards and elected members.	A/I	Y	
Demonstrable experience of managing budgets, resources and external funding requirements to achieve agreed outcomes.	A/I	Y	

Strong understanding of programme and project management methodologies, governance frameworks and benefits realisation principles.	A/I	Y	
Ability to identify, assess and manage strategic and operational risks, developing effective mitigation strategies.	A/I	Y	
Strong analytical and problem-solving skills, with the ability to work independently and exercise sound judgement.	A/I	Y	
Experience of delivering corporate change, organisational transformation or strategic improvement programmes.	A/I		Y
Experience of working with central government departments and managing government-funded programmes. Experience of developing business cases, funding applications and investment proposals.	A/I		Y
Knowledge of local government, devolution, combined authorities and the public funding landscape.	A/I		Y
