

JOB DESCRIPTION & PERSON SPECIFICATION

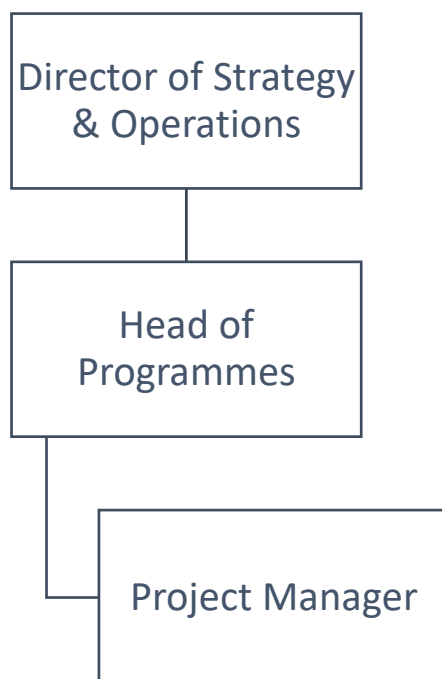
Director Area: GLCCA	Job Ref Number:
Service Area: Delivery Programmes	Grade: 8
Job Title: Project Manager	

PURPOSE OF JOB:

Playing a key role in translating the GLCCA's strategic priorities into delivery, the postholder will be responsible for developing and appraising project ideas, preparing funding applications and supporting projects through development and into delivery. Working closely with constituent authorities and other partners, they will ensure projects are well planned, deliverable and aligned to GLCCA priorities.

The role will work flexibly across the GLCCA's portfolios, including housing, infrastructure, transport, education and skills. 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.

TEAM STRUCTURE:



MAIN DUTIES:

1	Ensure projects support the delivery of GLCCA strategies and organisational outcomes, with deliverable plans in place and appropriate alignment across functions. Provide project assurance to ensure projects are coordinated and delivered to agreed time, budget and quality standards. Prepare, update and maintain a full suite of all appropriate project management documentation and project management system inputs to ensure that the projects/strategies being
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	delivered across Greater Lincolnshire are managed appropriately to deliver their full outcomes.
2	Work with a wide range of internal and external stakeholders to negotiate solutions to project issues and maintain stakeholder expectations in line with realistic forecast for projects.
3	Identify and manage risks to projects/strategies being delivered on behalf of the GLCCA, ensuring that projects risk exposure is understood by key stakeholders, including the identification of project controls and further actions required to mitigate the risk or manage the residual risk.
4	Ensure that projects being delivered on behalf of the GLCCA are planned monitored and managed in compliance with relevant regulations ensuring projects are delivered within budget.
5	Manage external funding in line with funding agreements and assist with the submission of financial claims
6	Work with government departments to understand funding/project criteria and ensure that the projects are being delivered in line with the assurance framework and investment fund priorities.
7	Preparation and presentation of reports to the Chief Operating Officer, Mayor and other senior leaders in relation to project progress
8	Assist with writing and submitting funding applications
9	Responsible for maintaining high standards of project governance
10	Undertake any such other duties as may be reasonably expected at this level.
<i>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.</i> <i>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.</i> <i>The role will be based full-time in Greater Lincolnshire, with a requirement to travel.</i>	

Person Specification

Requirements	Where identified*	Essential	Desirable
Experience of project managing the development and delivery of projects through the project lifecycle	A/I	X	
Experience of working in or with local government or other relevant large public sector organisations	A/I		X
Experience of working with the build environment, regeneration, housing, infrastructure and or capital projects	A/I		X
Recognised project management qualification (e.g. PRINCE2, APM or equivalent) or a minimum of two years' experience working in a project management role.	A/I	X	
Understanding of the legal, commercial, financial and operational considerations that can affect project development and delivery.	A/I	X	
Ability to communicate complex project information clearly and effectively.	A/I	X	
Ability to work effectively with senior stakeholders, negotiate solutions to project issues and present complex information clearly.	A/I	X	
Ability to analyse complex facts and situations and develop a range of recommendations or option	A/I	X	
Ability to use initiative and sound judgement to progress projects, escalating issues appropriately where required.	A/I	X	
Ability to work at pace and plan and organise a broad range of complex activities, formulating and adjusting plans to reflect changing circumstances	A/I	X	
Highly developed problem-solving skills and the ability to respond to sudden, unexpected demands	A/I	X	
High level of inter-personal skills which deliver collaborative, and coproduction working with a wide range of partners and stakeholders and the ability to develop and maintain mature relationships and effective networks	A/I	X	
Strong interpersonal skills with the ability to work collaboratively with a wide range of partners and stakeholders and develop effective working	A/I	X	
Ability to operate effectively within a complex and political organisational and stakeholder environment.	A/I	X	
Excellent communication, negotiation, and interpersonal skills with the ability to deal with a	A/I	X	

variety of internal and external stakeholders. Particularly the ability to cut through complexity to give advice to decision makers			
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