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|  | **POST TITLE:** | Senior Projects Manager |
| 1. **2.** | **POST NUMBER:** | NSTS 401 |
| 1. **3.** | **GRADE:** | Grade 13  Job Evaluation Reference no. N7462 |
|  | **LOCATION:** | Your normal place of work will be County Hall, Durham. However, you may be required to work at any council workplace within County Durham |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

1. **ORGANISATIONAL RELATIONSHIPS:**

**Responsible to:** Construction Programme and Project Management Unit Manager

**Work alongside:** Other Project Managers.

Work with and across all Council Service Groupings.

**Responsible for:** Programme and Project Management for selected complex programmes and projects.

**Responsive to**: Elected Members, stakeholders and internal and external clients.

1. **DESCRIPTION OF ROLE:**

To act as Programme and/or Project Manager for selected complex programmes and projects. To deliver them to the required time, cost, quality, scope, benefit and risk performance criteria.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* To deputise for the Construction Programme and Project Management Unit Manager as requested, on matters associated with the Division in his/her absence.
* To implement PPM best practice standards such as Managing Successful Programmes and PRINCE2 in managing programmes and projects.
* To deliver and implement projects to the required time, cost, quality, scope, benefit and risk performance criteria.
* To ensure that projects have an adequate business case and that the expected benefits are realised.
* To identify the resources necessary to undertake the project.
* To direct and motivate the project team.
* To plan projects, monitoring and taking remedial action as necessary.
* To undertake options appraisals incorporating whole life appraisals, capital and revenue estimates and whole life costings.
* To prepare project briefs for the implementation of projects to achieve the required outputs and benefits, addressing the Council’s aims and objectives including sustainability, support for local industry, training and employment.
* To co-ordinate with others the appointment of consultants, contractors and suppliers as required to implement the project.
* To ensure robust project governance arrangements are in place to ensure accountability and clarity of roles and responsibilities.
* To ensure that projects are well managed and controlled including through the use of appropriate project documentation including preparation of the project initiation document, reports, change control and risk management.
* To foster and maintain good relationships with a wide range of internal and external stakeholders.
* To manage service specific complex and high risk projects as determined by the Head of Service.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification : Senior Projects Manager – Grade 13

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | Membership of a relevant professional body.  Educated to degree level standard or equivalent in a relevant subject. | PRINCE2 Registered Practitioner  MSP Registered Advanced Practitioner | * Application form * Selection Process * Pre-employment checks |
| **Experience** | Successful experience of delivering similar construction and highways programmes and projects of a complex nature from inception to completion and beyond  Successful experience of procuring and managing internal and external suppliers.  Experience of preparing project briefs for the implementation of projects. |  | * Application form * Selection Process * Pre-employment checks |
| **Skills/knowledge** | Ability to persuade, influence and gain commitment from a wide range of internal and external stakeholders through effective written and verbal communication.  Understanding of PRINCE2 principles.  Ability to use Microsoft Word and Excel.  Understanding of project planning techniques.  Understanding of risk management.  Report writing.  Numerate.  Understanding of benefits realisation. | Preparation of business cases. | * Application form * Selection Process * Pre-employment checks |
| **Personal Qualities** | Drive and focus on objectives whilst working together with colleagues in a team environment  Ability to engage with stakeholders and suppliers on different levels and to negotiate and achieve results.  Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).  May be required to work outside of normal office hours. |  | * Application form * Selection Process * Pre-employment checks |