**Job profile**

### Project Manager

**Grade K**

**Group:** Policy, Economic Growth & Transformation

**Service:** Economic and Housing Growth

**Location:** Civic Centre

**Line Manager:** Capital Projects Unit Manager

**Car User Status:**  Casual

**Job Purpose**

Responsible for ensuring the delivery of capital projects within the specified tolerances of time, cost, quality, scope, risk and benefits and for producing a result capable of meeting the Business Case.

The key measures of success for this post are to: deliver each project within time, cost, quality, scope, risk and benefit tolerances; stakeholder, customer and project team satisfaction.

**The key roles of this post will include:**

1. To manage capital projects through the full lifecycle from start-up to close down, managing the production of the required products, taking responsibility for overall progress and use of resources and initiating corrective action where appropriate
2. To be responsible for the production of the appropriate baseline management products and ongoing reports and records
3. To establish and manage the project’s procedures – risk management, issue and change control, configuration management and communications - in line with Council guidelines
4. To establish and manage the project controls with regards to monitoring and reporting
5. To engage with stakeholders and liaise with any external suppliers
6. To lead and motivate the project team
7. To liaise with corporate or programme management to ensure that work is neither overlooked or duplicated by related projects
8. Such other responsibilities which are appropriate to the grade of the post.

**Knowledge & Qualifications**

**Essential:**

Knowledge

* Gateshead Council Project Management Framework
* Government policy relating to the funding and delivery of economic and housing related projects
* Local policies and issues influencing economic and housing projects in Gateshead
* Understanding of both public and private sectors roles in delivering economic and housing growth.

Experience

* ~~P~~roject managing multi-disciplinary project teams to successfully deliver capital projects within cost, time, quality, scope, risk and benefit tolerances
* Project Budget Management
* Undertaking community consultation and capacity building
* Demonstrating oral and written communication skills to a range of audiences including senior officers, directors and councillors
* Delivering projects in liaison with other teams, services, groups and organisations.
* Partnership working including stakeholders and community partnerships
* Being self motivated & used to working on own initiative

Qualifications

* Degree or post graduate qualification in an appropriate subject.
* Project Management e.g. PRINCE2 or equivalent

 **Desirable:**

Knowledge

* Planning Policy and Development Management processes
* Asset management and land acquisition and disposal processes, including Compulsory Purchase
* Development economics

Experience

* More than five years post qualification experience in work relevant to the post.
* Contract letting and management
* Handling sensitive political issues
* Setting priorities for tasks and meeting deadlines
* Making presentations in public

Qualifications

* Relevant management training or qualification
* Membership or demonstrable eligibility of an appropriate professional organisation

**Competencies**

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| **Customer Focus**  | Puts the customer first and provides excellent service to both internal and external customers |
| **Communication** | Uses appropriate methods to express information in a clear and concise way to make sure people understand |
| **Team Working** | Works with others to achieve results and develop good working relationships |
| **Making things happen** | Takes responsibility for personal organisation and achieving results |
| **Flexibility** | Adapts to change and works effectively in a variety of situations |
| **Learning and Development** | Actively improves by developing and applying new skills and knowledge and learns from past experiences |