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| **Job Description** | |
| **Post title** | Senior Projects Manager |
| **JE Reference No** | N7462 |
| **Grade** | 13 |
| **Service** | Regeneration, Economy and Growth |
| **Service Area** | Corporate Property and Land – Construction Consultancy Service |
| **Reporting to** | Principal Programme and Project Manager |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

**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.

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.

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| **Duties and responsibilities** |

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

* To deputise for the Principal Programme and Project Manager as requested, on matters associated with the Service 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.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*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 your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| 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 |
| Experience | Successful experience of delivering construction projects in relation to building and/or civils 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. |  |
| 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. |
| 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.  Travel is an essential requirement of the post.  May be required to work outside of normal office hours. |  |