

# Role Profile – Project Manager

## INFORMATION ABOUT THE ROLE:

<b>Group:</b>	Resources and Digital
<b>Service:</b>	Commercialisation and Improvement
<b>Location:</b>	Civic Centre
<b>Line Manager:</b>	Service Manager – Commercialisation and Improvement
<b>Car User Status:</b>	None

SCP 34-37 - £40,478 - £43,516 per annum

## WHAT WE WANT YOU TO DO.....

- Support strategic project and performance management and council initiatives to ensure the Council is meeting its priorities and statutory requirements
- Support the Leadership Team by providing proactive, professional advice to help inform and influence effective decision making
- Support and advise Elected Members and senior officers on legislative changes, new policies and programmes, ensuring that action is taken in line with Council policies and priorities
- Develop responses to corporate issues facing the Council, liaising with groups and services, partner organisations and other bodies as appropriate
- Project manage individual reviews and projects across the Council to identify new ways of delivering services that are innovative, efficient and provide value for money.
- Challenge existing ways of working, business models and processes in areas where there is significant policy change, high cost and/or high demand
- Contribute to the development of the Council's approach to public service improvement and performance management framework for assessment and improvement
- Such other responsibilities allocated which are appropriate to the grade of this post



# Role Profile - Project Manager

## WHAT YOU NEED TO BE SUCCESSFUL..... THE ESSENTIALS

### THE KNOWLEDGE

- Legislative framework and policy context relating to local government
- Commissioning framework and new business models
- Interpretation of information, trends and evidence to develop policy and strategy

### THE QUALIFICATIONS

- Relevant degree/professional qualification or equivalent experience

### THE EXPERIENCE

- Excellent creative skills demonstrated by delivery of successful projects.
- Managing people in a project setting.
- Experience in the public sector or an equivalent organisation at a senior level.
- Improvement and change intervention frameworks and techniques.
- Developing and implementing strategy and policy.
- Project management tools and techniques
- Excellent analytical and communication skills

## OUR COMPETENCIES... *HOW WE WANT YOU TO BE*

### CUSTOMER FOCUSED

Puts the customer first and provides excellent service to both internal and external customers

### GREAT AT COMMUNICATION

Uses appropriate methods to express information in a clear and concise way to make sure people understand

### TEAM PLAYER

Works with others to achieve results and develop good working relationships

### MAKE THINGS HAPPEN

Takes responsibility for personal organisation and achieving results

### FLEXIBLE

Adapts to change and works effectively in a variety of situations

### LEARN AND DEVELOP

Actively improves by developing and applying new skills and knowledge and learns from past experiences

