

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Corporate Services		Service Area: Programme Management Office	
JOB TITLE: Senior Project Manager (Powering Our Future)			
GRADE: O			
REPORTING TO: Transformation & Change Programme Manager			
1.	JOB SUMMARY: This role is crucial in the design and delivery of the Council's Powering our Future programme, on behalf of the Corporate Management Team. As a Senior Project Manager, you will have responsibility for a portfolio of projects, to drive and oversee improvements across a broad range of council services, managing multi-disciplinary teams, whilst ensuring delivery to time, cost and quality. To provide expert knowledge, challenge and support, manage interdependencies to ensure successful delivery of key corporate initiatives across the programme with a strong focus on reduction of inequality, prevention, community resilience and efficiency in line with the organisation's design principles and ensure that this aligns to council strategies and plans. As such, this role contributes directly to achieving the Council's values, vision and objectives You will be required to work effectively with the Council's Leadership Team and Elected Members to guide and drive forward a programme of change and ensure effective stakeholder engagement and endorsement of new ways of working. A key part of the role is to work with our partners and communities considering and driving forward new and innovative approaches, reshaping the organisations service delivery models and making best use of resources. You should have a sound knowledge and understanding of the significant issues facing the Council and public sector organisations more broadly, along with excellent communication skills and initiate that can be used to effect council-wide change. You will be a champion for transformation and change, upholding programme standards, methodology and governance at all stages, providing challenge and support at all levels of the organisation. You will be an advocate for a positive organisational culture, where Programme and Project management adds demonstrable value.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To line manage staff assigned ensuring that quality, performance, service objectives are achieved.	

	2.	Managing a portfolio of complex and or significant cross-Council projects and programmes leading multi-disciplinary teams and ensuring effective transition to business as usual.
	3.	Development, prioritisation and establishment of programmes and projects defining the scope and outcomes, including the development, approval and delivery of Business Cases contributing directly to achieving the Council's values, vision and objectives.
	4.	Use expertise, knowledge and Initiative to develop new and effective delivery models, influencing the organisations operating model and shaping future policy and performance,
	5.	Driving delivery of projects, including planning, scheduling, risk and issue management, providing appropriate assurance, managing interdependencies and allocated resources, benefits realisation
	6.	Ensuring that projects are delivered to time, within budget and to the necessary quality, managing budgets within appropriate standards and controls.
	7.	To work with key stakeholders within Stockton on Tees Borough Council, communities, external partners and businesses across the region and other national organisations and government departments to consider new and innovative approaches to council services.
	8.	Work with the Councils Leadership team to drive and guide strategy and planning, advising relevant Boards on direction of travel, prioritisation and cost/benefit. This will include influencing projects at scale, including their associated budgets and reconfiguration / reshaping of these.
	9.	To work effectively with Elected Members, developing and providing direction and guidance on new ways of working, keeping them up to date and advise and assist them on the day-to-day delivery of the program in line with the Council's established policy and decision-making.
	10.	Manage staff through the change process utilising various methodologies and techniques to secure buy-in and embed ways of working, contributing to a positive forward thinking organisational culture.
	11.	Uphold programme/project methodology, standards and governance, ensuring approaches to delivery are applied consistently across the organisation
	12.	Utilise a range of tools such as (but not limited to): Prince 2, Sigma, LEAN, McKinsey, Kotter and others to enable effective change and project management

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Joanne Wilkinson, Transformation and Change Programme Manager		December 2024
Job Description agreed by: (Post holder)			

PERSON SPECIFICATION

Job Title/Grade	Senior Project Manager	O
Directorate / Service Area	Corporate Services	PMO
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	A degree; or relevant qualifications with evidence of professional development. Project management qualification or demonstratable experience of work on a similar scale.	Membership of a relevant professional body, or equivalent demonstratable level of relevant work related experience in a directly related setting. Have a Prince 2, LEAN or Six Sigma qualification with a track record of delivering	Application
Experience	A detailed understanding of Local Government or have public sector experience with a clear understanding of the challenges facing Councils. A track record of successfully managing and delivering complex major programmes and projects, and having applied various modern, project, programme, and portfolio methodologies	Experiencing of working in a Local Government setting Experience of working with and supporting politicians or working in a political environment.	Application / Interview

	Demonstrable experience of delivering large scale change projects, strategic planning or organisational change through an early intervention and prevention lens. Strong interpersonal skills with proven ability to establish positive working relationships and communicate, influence, and persuade at all levels. Demonstrable experience of managing change whilst working as part of a multidisciplinary team		
Knowledge & Skills	The ability to effectively manage a varied and complex portfolio of projects at any one time The ability to provide constructive challenge direction and support to senior stakeholders The ability to successfully engage with external partners, businesses and agencies and stakeholders. The ability to uphold project management standards and methodology The ability to provide constructive challenge and support to senior stakeholders An ability to develop professional relationships with key stakeholders and	The ability to link research to inform approaches. Ability to draw up detailed project plans and schedules	Application / Interview

	develop networks of support and specialised advice. Effective teambuilding and management skills with the ability to motivate, lead and develop a large diverse multidisciplinary team ensuring resources are organised appropriately and effectively Excellent written and verbal communication skills with the ability to use your initiative to present complex information clearly and effectively in appropriate styles at all levels. An excellent ability to conduct detailed research and concisely brief relevant parties on new approaches and innovative ideas.		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. Ability to handle difficult situations sensitively but pragmatically, in challenging environments. To remain resilient in the face of professional challenge and adopt a problem-solving approach to overcome challenges. To have an enhanced level of personal and professional probity, integrity and	Experience of adopting a problem-solving approach to overcoming challenges in a large organisation.	Application / Interview

	credibility with a clear understanding of confidentiality. To be a collaborative team member who can work closely with others in order to achieve a defined outcome. To always have an inclusive, consistent and fair approach.		
Other requirements	The ability to travel independently across the borough.	A full UK driving licence	Application

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Corporate Services	SERVICE AREA: PMO
JOB TITLE: Senior Project Manager	
GRADE: O	
JOB LOCATION / BUILDING: Dunedin House, Stockton on Tees	
REPORTING TO: <i>Transformation and Change Programme Manager</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X

Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		X
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This document was classified as: OFFICIAL-SENSITIVE

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		X

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		X
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		X
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.	X	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	X	

Any Other: Please identify any other known risks associated with this job role.		X
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As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Date: December 2024

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk