

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Project Manager	JEID	J0379
Salary Grade:	Scale L		
Team:	Portfolio Management Office		
Service Area:	Commissioning Support Unit		
Primary Location:	Flexible		
Political Restriction	This position is not politically restricted.		
Responsible to:	T4a Manager		
Responsible for:	-		

#### Role Purpose

- 1) To lead / manage projects throughout Warwickshire County Council. With responsibility for the successful delivery of all project elements, to specified levels of time, budget and quality. With responsibility for the successful delivery of all project elements, including a clear governance framework and reporting mechanisms.
- 2) Assist in the delivery of programmes working with Programme Managers by leading specific workstreams.
- 3) To ensure that change is managed effectively by working with relevant project teams and persons within the business.

#### Role Responsibilities

- 1) To manage the successful delivery of projects on time, to budget and of the right quality using Warwickshire's County Council's standard project management methodology (Prince II). Regularly reporting to the project board on all aspects of the project including project progress, risks and issues.
- 2) To produce, maintain and review comprehensive, integrated Project Plans and other project documentation to enable the projects to be managed against a clear set of defined deliverables and milestones.
- 3) Research and prepare Business cases documents, Project Briefs, Project plans, Highlight

reports, Risk logs etc.

- 4) To manage individual project budgets and expenditure forecasts, ensuring delivery of the project to an agreed budget and providing updates on a regular basis.
- 5) To provide leadership to project staff, framework partners and consultants. Defining work, ensuring deadlines are understood and adhered to and that project objectives are clearly articulated and understood.
- 6) Establish a clear benefits profile for the Project.
- 7) To successfully manage projects' risks through effective analysis, mitigation and contingency planning. Develop and manage the project risk and issues log. Monitoring, updating and reporting progress against the logs.
- 8) To be responsible for the production and presentation of performance and progress reports to the appropriate Boards.
- 9) To provide hands on support in delivering project deliverables.
- 10) To develop and maintain effective relationships with the Senior Responsible Officer and other key stakeholders across the organisation. Ensure stakeholders are supported and communicated with effectively.
- 11) Initiate and complete procurement campaigns and supplier liaison/management as required.
- 12) To take personal responsibility for peer support and continuous development through leading and participating in action learning sets and knowledge transfer.
- 13) To maintain control of the Projects' scope through effective change control.
- 14) To provide fully impacted solution options to complex project issues in order to drive timely decision-making. This may involve reporting and presenting to Directorate Leadership team meetings and Elected Member committees / groups.
- 15) Act as ambassador for the organisation and respond to complex ad hoc requests for information from both within and outside the organisation.
- 16) Share knowledge and information with colleagues leading other projects and change initiatives, to ensure the overall transformation programme moves forward taking account of cross-project dependencies.
- 17) To carry out duties in accordance with the Council's Information Security Standards and Human Resource Policies; compliance with the Data Protection Act, Freedom of Information Act and any other relevant legislation that directly affects service delivery.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Qualified in Prince 2 methodology or equivalent to provide a structured approach to project management	A,T,D
Educated to Degree level or equivalent	A,D
Demonstrate a structured approach to project management by applying appropriate methodologies e.g. Prince2, Agile, PMP	A, I, P
At least 3 years' experience of managing projects	A, D
Have proven their ability to plan effectively, identify and monitor complex interdependencies, manage the critical path and utilise resource effectively	A, I, P
Experience of monitoring and managing project budgets	A, D
Ability to assimilate, analyse and use financial and activity information to inform business cases and improve performance	A, I, P, T
Able to present information, opinions and decisions in a clear, concise and convincing way	A, I, P
Demonstrate the ability to motivate individuals to maximise their performance and make the best use of resources through effective work planning, performance management and leadership.	A, I, P
Proven negotiating and influencing skills.	A, I
Demonstrate an ability to think creatively, provide inventive solutions to problems and confidently take those solutions forward for success.	A, I, P, T
Demonstrate a high level of interpersonal and negotiation skills with customers, staff, senior managers and external partners	A, I
Ability to effectively manage own workload and assist others in delivering outcomes in a challenging environment	A, I
Understanding and practice of Equality and Diversity policies	A, I
Experience of establishing a clear benefits profile	A, I
Ran or assisted in a procurement / tendering exercise	A, I

### Desirable Criteria

Assessed By:

Experience of cost centre management	A, I
Experience of working in a Local Authority or other public body would be an advantage	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

