**JOB DESCRIPTION**

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| **POST TITLE:** | Project Manager |
| **GRADE:** | 10 |
| **DIVISION / UNIT:** | Strategy and Change Team |
| **DEPARTMENT:** | Assistant Chief Executive, Strategy and Communities |
| **REPORTS TO:** | Principal Programme Manager/ Principal Project Manager |

**PURPOSE OF THE JOB**

The Strategy and Change Team that is part of the newly formed Assistant Chief Executive for Strategy and Communities’ division will play a central role in shaping, forming and delivering change. In Strategy and Change we work collaboratively across the organization to provide strategic leadership, translating policy priorities to delivery, and design and execute corporate change programmes, aligning the council to deliver.

This is a key delivery role. You will play a lead role in specifying and delivering high profile and crosscutting projects across a range of different strategy functions as part of the Strategy and Communities department, working collaboratively with partners to help deliver wider council commitments. You will support complex organizational redesign projects, leading on and contributing to multi-disciplinary and multiple project teams to deliver organizational and cultural change across the council.

The job will at times be complex and demanding. It is a position that will enable you to engage with a wide range of people and services. While working within a team, you will also have contact with the most senior officers and with elected members of the Council.

**PRINCIPAL ACCOUNTABILITIES**

1. To manage strategy and change projects, leading on and contributing to multi-disciplinary project teams to deliver strategy and change priorities across the council.
2. Deliver specific elements, tasks and/ or work-packages for larger strategy and change projects, being wholly accountable for the quality and timeliness of the products.
3. Design, develop and lead on behalf of the Strategy and Change Team projects to deliver responsive, cost effective solutions to current and future business challenges, including undertaking qualitative and quantitative research and benchmarking exercises.
4. Prepare and present reports, including recommendations, for senior managers on outcomes of research, project plans and monitoring, as well as proposals linked to delivery of all projects in their remit.
5. Play a key role in influencing decision-making by planning, establishing, developing and maintaining effective working arrangements stakeholders and partners to ensure contentious projects are undertaken in an effective and efficient manner.
6. Write and manage communication and engagement plans for all projects, working with stakeholders and – where relevant – communications and engagement colleagues.
7. Create and implement project management systems, controls and procedures in accordance with good practice, including providing best practice advice and support to members of project groups.
8. Be wholly responsible for project budgets, ensuring projects remain within budget.
9. Influence stakeholders in line with project objectives, with the ability to hold difficult conversations where necessary to ensure all project group members are aligned with the project vision.
10. Monitor project performance and escalate where necessary.
11. Manage project boards including coordinating, preparing and maintaining project documentation and chairing project boards.
12. Build and maintain excellent relationships with suppliers, attending off-site meetings from time-to-time as required.
13. Matrix management of project resources, including project support officer, consultants and third party suppliers, and coordination of all project group members including senior officers as required. This includes efficient and cost effective management of project budgets, where allocated.

**JOB CONTEXT / REPORTING TO**

This role forms part of the Strategy and Change function, which is working closely with the Assistant Chief Executive, Strategy and Communities – and the wider Corporate Management Team – to deliver the council’s change objectives and priorities as led by the Chief Executive.

The Assistant Chief Executive, Strategy and Communities is responsible for leading the council’s “strategic core” through capacity-building across key corporate and priority functions; ensuring the council has corporate services it needs to deliver; and, providing strategic oversight of equality, diversity and community engagement.

As part of a wider team supporting the Assistant Chief Executive, Strategy and Communities, the Strategy and Change Team provides leadership and support across three broad areas:

1. Programmes – programme management of whole council corporate change programmes
2. Culture – ensuring ways of working that are consistent with our values shape and drive all we do
3. Corporate projects – targeted interventions and support for projects, programmes, services or functions with an emphasis on change and growth, as well as specific improvement focused intervention work

There are a number of Project Manager posts available in the team. Each post holder will report to a manager within the team, either a Principal Project Manager or a Principal Programme Manager who will report directly to the Head of Strategy and Change.

**Grade/Conditions of Service**

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council’s satisfaction your suitability for the position in which you are employed.

**PERSON SPECIFICATION**

The person specification is a picture of skills, knowledge and experience required to carry out the job.

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| **Knowledge, including educational qualifications** | **Essential (E)** | **How assessed (S/ I/ T)** |
| Relevant degree and/or professional or qualification, or work experience of at least equivalent level, plus evidence of continuing managerial and professional development | E | S |
| Programme and project management training, preferably agile project management. | E | S |
| Good working knowledge of current social, political and economic issues relating to the work of the public sector, especially local government and what this means for the Chief Executive’s office and wider partnerships. | E | S/I |
| Practical working knowledge of project and programme management best practice. This should include methods, processes, tools and techniques to control risks and achieve outputs and benefits. | E | I |
| **Experience** |
| A record of achievement in supporting project management delivery in an environment of inter-dependent projects | E | S/I |
| Working in local government or other large, multi-functional organisation in the public, private or voluntary sectors | E | S |
| Communication with a range of people from different backgrounds | E | I |
| Working in a complex organisation with a strong customer focus, with experience of managing small projects and/ or programmes | E | S/I |
| Dealing with external stakeholders, including suppliers and third-party contractors | E | I |
| Developing strong relationships across all levels of a complex organisation | E | I |
| Managing and monitoring risk | E | I |
| Working with suppliers and partners with an agile approach | E | I |
| Writing reports and creating presentational materials in a variety of media for a range of audiences and stakeholder | E | I/T |
| **Aptitudes, Skills & Competencies** |
| Able to engage clearly and confidently with all internal and external stakeholders, using a variety of communication formats | E | I |
| Able to write clearly and concisely on complex and multi-faceted topics | E | I/T |
| Able to analyse, synthesise, interpret and explain data and information drawn from a variety of sources | E | I/T |
| Able to influence and negotiate effectively, and able to deal with conflict calmly and professionally | E | I |
| Demonstrates creativity and innovation in solution finding and achieving goals/ targets | E | I |
| **Special Conditions of Recruitment** |
| Able and willing to work outside of normal office hours. This will include evenings or weekend meetings and events. |
| The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council’s satisfaction your suitability for the position in which you are employed. |

**Key: E** Essential **S** Shortlisting criteria

 **I** Evaluated at interview

 **T** Subject to test