

Job Description

Job Title	Corporate Project Manager
Department	Chamberlain's Department
Grade	F
Location	Guildhall
Responsible to	Assistant Director Portfolio Management
Responsible for	No direct line management responsibilities but will have matrix management responsibilities for project team resources including employed staff, third party providers and consultants.
Appointed Candidate's Signature	<p><i>Please sign and date here upon receiving your offer of employment</i> I confirm I have read the Job Description below:</p> <p>Full Name:</p> <p>Signature Date:</p>

Purpose of Post

The Corporate Project Manager is part of the Portfolio Management Office and is available to be deployed to lead critical City of London projects. The Corporate Project Manager is responsible for driving and overseeing the delivery of projects to ensure that the objectives are clearly defined and achieved within the agreed time, cost and quality constraints. The Corporate Project Manager has a key role in project governance, working with stakeholders, to ensure the agreed project outputs are delivered to enable benefits to be realised. The project manager will be able to work independently and manage a project team on a day-to-day basis.

Working with senior officers and at all levels of the organisation, providing leadership and matrix management for project teams including external consultants and internal team members.

Main Duties & Responsibilities

The main duties of the role are:

1. Manage a portfolio of corporate projects including business change activity and capital delivery.
2. Use professional knowledge and judgement to review and assess failing projects and identify necessary actions to mitigate issues and deliver project objectives and manage costs.
3. Make recommendations to Senior Responsible Owners and the Portfolio Board regarding mitigating actions for red rated projects including potential for closure.

4. Initiate and develop robust and credible business cases for new projects securing buy-in and resource to deliver against strategic objectives.
5. Provide professional project management leadership to assigned projects to deliver the agreed outcomes within time, cost and quality constraints.
6. Assume day-to-day management and leadership of the project and the project team providing guidance and assigning responsibilities and duties to ensure effective delivery.
7. Provide effective leadership and management controls including designing the project structure and organisation. Set appropriate delivery methodologies and manage the effective transition between project phases.
8. Develop, manage and monitor project budgets ensuring effective cost control.
9. Deliver the agreed business case benefits and outcomes. Ensure appropriate Benefits Realisation Strategy is in place, and monitor longer term delivery of benefits against the business case.
10. Identify and manage a range of stakeholder relationships and need for senior level support.
11. Proactively identify and monitor project risks and issues. Develop mitigating actions and escalate as appropriate. Identify and work with related projects to manage interdependencies.
12. Provide advice to SROs on required project governance and lead on the production of timely and credible project reporting.
13. Proactively contribute to assurance reviews and support action on recommendations. Organise assurance processes such as gateway reviews, as required.
14. Ensure effective change management processes are in place to agree and document changes to deliverables as agreed with stakeholders.
15. Provide leadership, support, guidance and coaching to project teams to support effective individual and team performance.
16. Lead on project performance and controls including cascade vision and translate into delivery objectives for the team and develop and maintain Project Plan.
17. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
18. To undertake any other duties that may reasonably be requested appropriate to the grade.

19. Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

Person Specification

Job Title	Corporate Project Manager
Department	Chamberlain's Department
Grade	F
Trent Position number	
DBS Criterion	No DBS
Security Vetting Criterion	No security vetting is required
Politically Restricted Post Criterion	<p>This post is politically restricted – full details of what this means can be found here</p> <p>This post is <i>not</i> politically restricted</p>

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

Relevant project management qualification or significant experience. Relevant qualifications include :

PRINCE2 Practitioner
 Agile Project Management Practitioner
 APM Project Management Qualification
 APM Chartered Project Professional
 PMI Project Management Professional

Experience Required

Significant experience of successfully delivering projects within a large and complex organisation

Significant experience of working in local government or wider public sector including working closely with Elected Members/politicians

Significant experience of capital delivery programmes and/or transformation experience within local government/public sector

Substantial experience of leading project teams in a complex and fast paced environment, effectively managing financial and human resources in order to support delivery

Experience in establishing and developing productive relationships with both internal and external stakeholders at a senior level

Proven track record of turning around failing projects implementing mitigations in order to manage emerging risks and/or control costs

Significant experience of reporting at Board level using personal experience and expertise to provide advice and challenge

Technical Skills & Knowledge

- Strong understanding of project management methodologies, tools, and techniques.
- Exceptional leadership and team management skills, with the ability to motivate and lead cross-functional teams effectively.
- Excellent communication and interpersonal skills, capable of engaging stakeholders at all levels, including confidently communicating in formal forums, Boards and Committees.
- Exceptional critical thinking and problem-solving abilities with a keen attention to detail.
- Proven ability to manage multiple large project budgets and financials effectively
- Highly skilled at managing a portfolio of projects with varied and competing priorities
- Excellent coaching and mentoring skills with the ability to share knowledge and learning to upskill stakeholders
- Highly proficient in project management software and tools (e.g., Microsoft Project, Jira, Trello).
- Excellent verbal and written communication skills. Capable of conveying complex information clearly and concisely. Able to tailor communication style to different stakeholders.
- Able to align project objectives with organisational goals. Anticipate future trends and challenges, providing innovative solutions to drive project success.
- Able to make informed decisions based on data and analysis. Evaluate options and choose the most suitable course of action.

- Proven ability to identify potential risks and develop mitigation strategies. Proactively manage risks throughout the project lifecycle.
- Good understanding of public procurement regulations

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a One year fixed term contract basis.

Salary

The salary range for this job is £55,300 -£62,390 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Two month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation



Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.