# JOB DESCRIPTION

**TITLE:** Project Manager (PMO)

**POST NO:**

**DEPARTMENT:** Population Wellbeing

**DIVISION:** Strategic Change/Transformation

**RESPONSIBLE TO:** Senior Project Manager

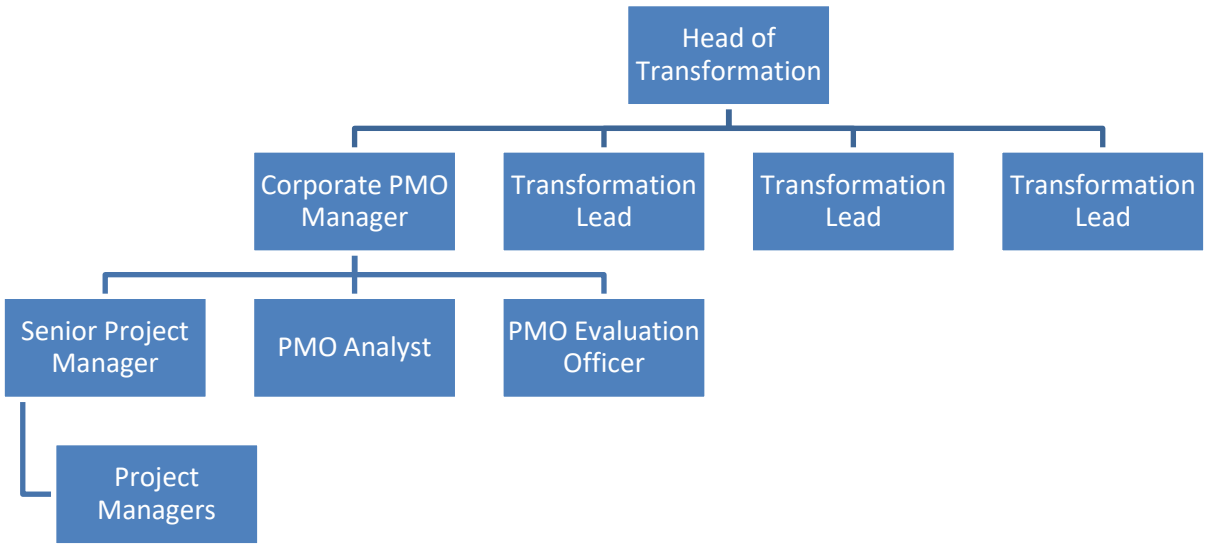
**GRADE:** M1 – M3

**PURPOSE OF POST:**

The Project Manager will be responsible for ensuring relevant programmes and projects deliver, maintain their business focus, deliver benefits identified and that risk is appropriately mitigated and managed. One of the most important roles of the Project Manager is the engagement with the service stakeholders in the process..

Support the achievement of Transformation Programme savings of up to a target of £13m by 2028.

**ORGANISATION CHART:**




**PRINCIPAL RESPONSIBILITIES:** **%**

1. Develop, establish, plan, co-ordinate and manage multiple projects to time, budget and high quality to enable the successful delivery of the Transformation Programme. 20

2. Lead and manage multiple and complex day to day operational and tactical aspects of a range of transformational projects, take the appropriate action and make timely decisions, maintaining a focus on delivery of identified outcomes, value for money and efficiency savings. 20

3. Develop and implement a detailed project plan and produce all relevant documentation including, but not limited to, Project Scopes & Charters, Service Specifications, Project Plans, Task Summaries, Risk Registers, Issue Logs, Consultation & Implementation Plans, Integrated Impact Assessments and Progress & Status Reports using the PMO Software 20

4. Engage, develop and maintain effective working relationships with all relevant colleagues and key stakeholders across the Council and with relevant partners to ensure a co-ordinated service and cross cutting approach to project delivery. Ensure all stakeholders remain committed to the programme and projects throughout its course and that disputed issues are escalated appropriately to bring resolution. 10

5. Produce and present project and programme reports for DMT, CLMT, Joint Board, Policy Group and the Council's Executive and Scrutiny Committees. 10

6. Support and develop the training programme for all staff involved in the implementation of transformation projects across the council. 10

7. Under the direction of the Senior Project Manager, using professional skills, knowledge and experience, provide day to day guidance, support, training and supervision to team members to ensure quality service delivery and best practice in line with procedures. 10

**DIMENSIONS:**

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| **Supervisory Management:** | Provide day to day mentoring support and direction to project support colleagues will be required to manage / supervise a range of staff assigned to projects from across the organisation and partner organisations. |
| **Financial Resources:** | Contribute to the effective management of the overall Transformation annual budget spend.<br>Will be required to manage specific project budgets.<br>Impact and influence on agreed transformation benefits targets. |
| **Physical Resources:** | Not applicable |
| **Working Environment:** | The post is appropriate for agile working practices/hybrid working between home and office. |
| **Other:** | None |

**CONTEXT:**

LBC has long been an ambitious organisation, driven by a strong focus on the desire to deliver high quality services for our citizens. The need to respond effectively to drastic cuts in revenue grants has added further impetus to this, and much has been achieved since the comprehensive spending review in 2010.

We have re-modelled a number of our services, carried out wide reaching restructures, re-modelled budgets to focus on service delivery, reduced the corporate centre and made significant improvements in performance and customer satisfaction – all against a back-drop of delivering savings amounting to £106m since 2010 – and a potential further reduction of £13m by 2028.

However, we recognise that the demands for future budget reductions can no longer be met by efficiency alone and we need to plan for significant changes to our business models and delivery strategy. These will mean that we need to be clear

about our core business – and what we and our customers expect it to deliver. We need to be clear with staff about the competencies, skills and behaviours we need to remain productive and effective – and we need to plan strategically to achieve this.

The post holder will play a significant role in developing and implementing and the LBC transformation programme.

The post requires demonstrable problem solving, influencing and negotiation skills within a challenging environment with a high level of autonomy and initiative required in the delivery of individual work programmes and that of the team.

The post holder will contribute to the development of trading opportunities and the generation of income and opportunities within the organisation. There is also the requirement to contribute to the development of the business case for trading opportunities in the Transformation team.

The post holder is expected to deliver a minimum return on investment of at least 2:1.

Close collaboration is required with other colleagues within the Transformation, ICT (DDAT) & Business Intelligence team and through developing professional relationships across the organisations services and key stakeholders, partners and external organisations.

**ADDITIONAL INFORMATION**

**Physical Effort:** N/A

**Working Environment:** Normal office environment

**DIMENSIONS:**

**Supervisory Management:** No direct reports, responsible for the management of project teams, internal and external resources

**Financial Resources:** No direct budgets, responsible for the project budget and savings delivery

**Physical Resources:** Not applicable

**Other:** FTC role for 18 Months

**Person Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected
Desirable (D):- useful for choosing between two good candidates.

| **Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.** | | | | |
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| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience** | In depth experience of successfully managing complex projects.<br><br>Proven experience in risk, change and stakeholder engagement and management.<br><br>Demonstrable experience of working on transformational change projects. | 1,2<br><br>1,2<br><br>1,2 | Experience of working in the public sector. | 1,2 |

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| **Skills/Abilities** | Ability to develop clear project plans, business cases and project documentation, analyse complex information and data including the ability to identify patterns, trends and inconsistencies in data and produce meaningful statistics.<br><br>Able to develop and maintain positive relationships with colleagues, key partners and stakeholders.<br><br>Substantial communication skills including the ability to consult, challenge, influence and negotiate effectively with a wide range of people.<br><br>Ability to prepare and present reports and undertake formal presentations in a clear and comprehensible manner.<br><br>Able to plan and organise, own workload and work of others and work under own initiative, with autonomy and with minimal supervision.<br><br>Ability to work effectively as part of a team in order to mentor and develop others and meet conflicting work demands, targets and deadlines. | 1,2,5<br><br>1,2<br><br>1,2<br><br>1,2,5<br><br>1,2<br><br>1,2 | | |
| **Equality Issues** | Ability to understand equality issues in detail and to;<br>-Anticipate their impact on services<br>-Integrate equality issues into service delivery and to assist with implementation | 1,2 | | |
| **Specialist Knowledge** | | | Knowledge of public sector consultation and tendering procedures and requirements. | 1,2 |
| **Education and Training** | Prince 2 Project Management Qualification or equivalent experience. | 1,2,4 | Knowledge and use of project management software. | |

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| | Knowledge of both theoretical and practical aspects of project management.<br><br>Knowledge of project management techniques and tools. | 1,2<br><br>1,2 | | |
| **Other Requirements** | Ability to travel within the Borough and attend meetings outside of normal business hours. | 1,2 | | |

**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995 & 2005), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;
(i) Equal Opportunities
(ii) Health and Safety
(iii) Data Protection Act (1984 & 1998)