



Job Description & Person Specification

Job Title:	Project Manager	Job Reference:	
Service:	Chief Executive's Service		
Location:	Andover	Grade:	8
Reports to:	Policy Manager		
Date:	July 2018		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
To manage a range of projects within the Council on a day-to-day basis on behalf of Project Boards.			
Main responsibilities and duties			
<ul style="list-style-type: none">• To manage a wide range of projects within the council using the Council's Project Management Framework, based on PRINCE 2, to ensure delivery of projects to time and budget.• Proactively organise and support project boards and teams as required.• Monitor project budgets to ensure that expenditure is consistent with the budget and that appropriate action is taken to address any variations in expenditure, time or quality.• Liaise with third parties such as partners, suppliers and consultants to ensure the delivery of project objectives.• Identification and effective management of project reports, risks and opportunities. Ownership and escalation of risks to prevent negative impacts to enable the project to achieve its objectives.• Proactively influence and communicate at all levels of the organisation to ensure all those involved in projects are kept informed, involved and are accountable in order to maximise the success of the project.			

To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

Supervision and management

No direct supervisory responsibilities although the post will be working across multiple project groups and will be required to ensure timely delivery of milestones through the successful co-ordination of teams.

Resources

The post-holder will be responsible for working with the relevant project sponsor to ensure the efficient and effective use of resources to deliver the requirements of the project.

Contacts and relationships

The post-holder will come will be working across the organisation with senior management, front-line staff, councillors and external partners.

Working environment

- This is primarily an office based role with some travel across the Borough.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL DESIRABLE
Educational and professional qualifications	
<ul style="list-style-type: none"> ▪ Suitably qualified in Project Management (PRINCE 2 Practitioner or equivalent) with demonstrable applied experience ▪ Degree level or equivalent 	Essential Essential
Knowledge	
<ul style="list-style-type: none"> ▪ Evidence of understanding and applying project management principles and frameworks. 	Essential

<ul style="list-style-type: none"> Evidence of an understanding of key issues facing local government and the environment within which it is operating 	Desirable
Experience	
<ul style="list-style-type: none"> Proven track record of managing medium similar scale projects within a PRINCE 2 or equivalent framework 	Essential
<ul style="list-style-type: none"> Proven track record of managing large scale projects 	Desirable
Key skills	
<ul style="list-style-type: none"> Able to put into practice project management methods 	Essential
<ul style="list-style-type: none"> High level of organisational skills in order to be able to work in a planned and organised manner 	Essential
<ul style="list-style-type: none"> Excellent verbal communication skills in order to communicate effectively with a range of people across the council 	Essential
<ul style="list-style-type: none"> Excellent written communication skills 	Essential
<ul style="list-style-type: none"> Able to develop new ideas and take a reasoned approach to problem solving 	Essential
<ul style="list-style-type: none"> Able to handle and analyse data relating to targets, deadlines and actions 	Essential
Personal qualities and behaviours	
<ul style="list-style-type: none"> Enthusiastic, proactive and confident 	Essential
<ul style="list-style-type: none"> Commitment to ongoing learning and development 	Essential
<ul style="list-style-type: none"> Able to work with other people and as part of a team 	Essential
<ul style="list-style-type: none"> Able to work with minimum supervision and manage own workload 	Essential
Other Factors	
<p>Limited evening working required</p> <p>Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport</p>	
Corporate Responsibilities	
<p>All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:</p>	

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.