Role profile

**Project Manager**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | Children’s Services |
| **Reports to** | Relevant Manager |
| **Job family** | Professional and Technical |
| **Grade** | H |
| **Political restricted?** | N |
| **DBS required?** | N |
| **Date** | May 2024 |
| **JE Code** | JE0202 |

Key deliverables

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| **1** | The Project Manager is responsible for the implementation of multiple projects including effective project planning and management including strategy, timescales, and budget to ensure the success of projects by taking appropriate actions where required and working in collaboration, and advising, the Project Sponsor, Board and key project stakeholders on the risks and recommendations. This includes the management and maintenance of all project related documentation. |
| **2** | To define overall project structure, planning & organisation, delivery strategy and schedule of the project, working with the project sponsor, Strategic Lead or equivalent and project members managing project deliverables and resource to ensure the delivery of what is needed, when it is needed to maintain quality and standards of outputs. |
| **3** | To develop, resource, and implement an effective change management and communications strategy plan for projects and for quantifying the gain from a project ensuring that benefits are realised, sharing learning with; other project managers, the project board, senior managers, and the wider organisation using whatever means appropriate. |
| **4** | Accountable to Project Sponsors for all aspects of risk management on projects, including adequate review and assessment of risk, understanding probability and likely impact and ensuring adequate contingency and mitigation is in place. |
| **5** | Responsible for day-to day management of project budgets, typically up to £250k and for overseeing the project change control and day-to-day issue resolution, dealing with inevitable problems in a clear and transparent manner. For management of supplier quality and performance and any associated contract of up to £1m of value, ensuring the project owner approves any changes and actions and is aware of all potential consequences. |
| **6** | The Project Manager is responsible for the management of any project team staff and reporting to the Project Sponsor on progress. Leading and mentoring individual project team members helping develop the skill set of team members and delegating responsibilities and transferring external skills from stakeholders into the organisation as appropriate. Maintain effective external stakeholder relationships to meet the requirements and deadlines of projects and look for opportunities to improve service delivery and achieve value for money. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and city council wide needs*

**Essential requirements** Key skills, expertise, and qualifications

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| **1** | Knowledge and practical experience of project management techniques and approaches with practical experience of managing and delivering multiple complex projects using appropriate methodologies such as Prince 2 foundation. |
| **2** | Educated to degree level or equivalent or comparable attainment by experience with evidence of continuous professional development. |
| **3** | Strong problem-solving skills that will enable you to solve complex problems and ensure successful outcomes, removing blockages and obstructions to success**.** To possess both strong statistical skills including the ability to manage high quantities of data and quality assurance. |
| **4** | Excellent communication skills with a proven ability to effectively convey complex information to individuals at all levels in an accessible manner verbal, written and within presentations. |
| **5** | Proven ability to manage and deliver multiple project work streams within budget and timeframe constraints. |
| **6** | Proven ability to successfully implement strategies, turning plans into actions and successful outcomes. |
| **7** | Ability to work as part of a team, sharing knowledge and experience, recognise the strengths and weaknesses of others, and constructively challenge to achieve productive outcomes**.** |

Job family

**Professional and Technical (Grade H)**

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| **Colleague expectations**   * Be professional at all times * Work together for the good of the team, city council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Manager expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

Professional and Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing city council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

At this level roles will have many day-to-day professional, technical and management issues to deal with but must also take a longer-term view of the service sector they support, assessing its changing needs and demands and making significant contributions to resource planning. This will see job holders dealing with serious issues without recourse to managers and making autonomous decisions based upon their specialist knowledge and dedicated experience.

**The knowledge and skills required**

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on the job training and focussed experience such that the level of expertise confers a similar level of authority.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs at this level will use a range of equipment requiring precision in their use and handling.

**Thinking, planning and communication**

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by service management.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice.

**Decision making and innovation**

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams’ detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

**Areas of responsibility**

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of city council services, finance or other major asset(s).

**Impacts and demands**

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.