



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES) Manager Template

JOB TITLE:	Project Manager		
GRADE: JOB CODE:	G10 RES34PROJG10 JE checked 25/10/2021	SERVICE AREA:	Resources & Transformation Transformation and Digital
REPORTS TO:	Programme Manager	LOCATION:	Civic Centre
SPECIAL CONDITIONS:	Working outside of standard office may be required. There is a requirement to work flexibly at all times with due regard to prevailing workloads and priorities. Attendance at evening and other out-of-hour meetings as required although this is not expected to be regular or routine. <ol style="list-style-type: none">1. Political activities of the post are restricted under the Local Government and Housing Act 19892. Attendance at Council meetings and any associated public meetings including occasional evening and weekend working may be required3. Casual car allowance4. Confidentiality to be maintained at all times5. This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;
- Embrace change and strive for improvement continuously;
- Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;
- Challenge the status quo, enable and empower, act with integrity.
- Together, they will deliver services that the people of Walsall will be proud of.

1. Main purpose of the job role:

- The purpose of this job is to successfully deliver strategic Programmes of Business Change and to achieve the stated benefits realisation including any forecast efficiencies and savings. Working in

collaboration and under the general direction of the Programme Manager/Director of Transformation & Digital.

- To provide project management level oversight and expertise to the Transformational Programme
- Represent the Programme Manager /Director of Transformation & Digital as required at various forums including project boards, Corporate Management Team, workshops.
- To plan, commission, implement, performance monitoring and evaluation of transformational projects and any delegated budgets. Assist in the management of risks to the programmes successful outcome
- To support the transformation programme in the successful design, solution and management of complex strategic Business Change Programmes requiring innovation and challenge and to be responsible for the ongoing benefit realisation including efficiencies and savings to the Council that align to customer needs and corporate priorities
- To be responsible to Programme Manager /Director of Transformation & Digital throughout the business change lifecycle and actively participate and contribute at key meetings.
- To have a thorough and robust knowledge to enable the delivery of complex Business Change projects via the application of Business Change methodologies to deliver efficiency savings at a strategic level that align to customer needs and corporate priorities.
- To communicate verbally with customers and provide advice and/or information in accurate spoken English.

2. Role specific duties and accountabilities:

To be responsible for the successful project management of large, complex, interdependent programmes of business change activity across the Council, its Partners and related organisations. To engage with senior executives within the organisation (in the conception, development, planning, monitoring, and implementation of the business change activity and align to Working Smarter Principles) and to proactively and effectively engage with a diverse range of stakeholders and customers to capture requirements and through innovative thinking delivery fit for purpose solutions.

Horizon Scanning

Research best practice and maintain strong links with other public and private sector organisations that have already successfully implemented business change programmes and projects. Prepare and present documentation which brings forward this learning and knowledge into the wider organisation by way of recommendations to the Executive Directors, Programme Senior Responsible Owners and Project Executives.

Contribute to complex policy development related to Business Change Projects that require the development and drafting of new policies, procedures and safety management standards and/ or propose amendments to existing ones where required together with implications for any changes.

Proactively manage risks that may impact project successful outcomes.

Initiate additional or alternative actions and other management interventions whenever gaps are identified or issues arise.

Leading People

Promote the benefits of Business Change activity throughout the Council including the creation of case studies and other documentation and materials to all stakeholders, Executive Directors, Members, interested groups including trade unions, staff and equality groups.

Provide project management advice and professional guidance and advice to Executive Directors and senior management teams on the implementation of complex and contentious changes related to the specific Business Change activity.

To chair and facilitate project meetings consisting of key stakeholders. Present procedure changes and new ways of working to the project / programme board Members for consultation and approval.

Managing Resources

To be accountable for the project budget reporting any risk / slippage to the Programme Manager / Director of Transformation & Digital. The post holder is expected to comply with all Council financial and procurement regulations.

To be accountable for the project budget reporting any risk / slippage to the Programme Manager / Assistant Director of Transformation & Digital. The post holder is expected to comply with all Council financial and procurement regulations.

Managing Performance

Ensure the provision and availability of appropriate evidence and documents to demonstrate probity and transparency in respect of all Business Change related activity.

Lead, design, implement and monitor new ways of working which may lead to proposed policy and procedure changes.

Lead, design, implement and monitor detailed pilots to test untried proposed procedure changes

Ensure outcomes and benefits that result from the Business Change projects of work are promoted, embedded and presented to affected stakeholders in respect of any potential changes to contracts of employment, job descriptions, employee specifications and risk assessment templates.

Undertake governance activities including Gateway Reviews and Project and Project Health-checks including equality impact assessments and cost benefits analysis for each change as required. To provide levels of assurance to stakeholders with regards to risk assessment, ongoing validity of business case and the benefits associated.

Prepare develop and present complex and robust business change business cases for sign off by Executive Directors.

Monitor, review and evaluate the implementation of new Business Change activity (in terms of cost/benefit analysis, impact on productivity & wellbeing and enablement for the project) and manage the benefit realisation and savings and where appropriate modify/implement further changes to keep projections on track where required.

Undertake detailed equality impact assessments and detailed cost benefits analysis for each change as required.

Facilitate the appointment of individuals and other specialist providers to enable the successful delivery of the Business Change project.

Ensure Business Change projects are of the appropriate level of quality; delivered on time; within budget and in accordance with governance arrangements. Manage the quality assurance, integrity and coherence of the Business Change programme and associated work streams within the programme. To proactively manage inter-dependencies across other strategic Business Change initiatives.

Report detailed progress of the Business Change programme to Executive Directors, Scrutiny panels and CMT, and other stakeholders including Portfolio Holders and elected members as required at regular intervals. This will involve deputising on occasions for Senior Responsible Officer / Project Executive. Direct line management responsibility for all human resources allocated to the Business Change Programme using matrix management methodologies where necessary for seconded staff.

Responsibilities include but are not limited to:

- Allocation and monitoring of work packages including performance management and undertaking EPAs.
- staff assessments and development of their personal training requirements
- selection and recruitment both internally and externally of the programme /project team resources
- managing teams of professional people in a multidisciplinary environment including external suppliers

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Project Manager	GRADE G10	
<p><i>Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.</i></p>	<p>Indicate when Assessment is possible: at Shortlist= S interview =I both=S/I test = T</p>	<p>WEIGHT CODE shows relative importance Low=1 Medium=2 High=3</p>
<p>Behaviours: refer to corporate behaviours document</p>		
<p>Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.</p>	I	3
<p>Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.</p>	I	3
<p>Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.</p>	I	3
<p>Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.</p>	I	3
<p>Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.</p>	I	3
<p>Abilities</p>		
<p>To influence and lead people at all levels in the organisation</p>	AI	3
<p>Ability to influence policy and practice and manage change, influencing other professionals to adopt new ways of working</p>	I	3

Demonstrate effective communication skills with the ability to relay complex information to others at varying levels of understanding <i>NOTE: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.</i>	I	3
Demonstrate the ability to develop and maintain collaborative working	I	2
Effective budget management skills	A/I	2
Commitment to equality of opportunity	I	2
Strong leadership skills	I	3
A good understanding of working within a political environment	I	2
Ability to write and present reports, strategies and action plans	I	3
Track record of successfully managing a project team	I	2
An awareness of, and commitment to, equality of opportunity	I	2
Specific knowledge requirements		
Demonstrate in-depth specialist knowledge of project and programme management including large scale change programmes	A/I	3
Experience:		
Significant experience in successfully delivering large scale change/Transformation projects	AI	3
Matrix Management - Experience of successfully managing the delivery of projects using project teams outside of own line management control	A/I	3
Extensive experience of preparing and updating all project documentation and controls, including RAIDS, Highlight Reports, Board Reports, EQIAs, Business Cases and PIDs.	A/I	3
Qualifications:		
Educated to Degree level or Postgraduate Diploma	A	
Prince 2 or equivalent recognised project management qualification	A	
Revised by: Balgit Kundi	Date:	April