

# Job Description



<b>Job Title:</b> Project Manager	<b>Service Area:</b> Change and Insight	
<b>Directorate:</b> People Policy & Performance	<b>Post Number:</b>	<b>Evaluation Number:</b> 5908a (PO4) 5908b (PO5) 5908c (PO6)
<b>Grade:</b> PO4 / PO5 / PO6	<b>Date last updated:</b> June 2021	

## **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## **Equality and Diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## **Protecting our Staff and Services**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

## **Corporate parent**

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

The post holder will work as part of the Change and Insight Delivery team supporting corporate programmes, projects and transformation activity across the Council.

- The role will co-ordinate all corporate transformation programmes across the council and provide support and advice as required. This includes ensuring good PPM governance in combination with gateway reviews, assurance and databases in accordance with corporate requirements and best practice.

- The post-holder will provide expert programme and project management support to project and programme managers as required across the Change and Insight team and Council as required.
- The role will support good PPM governance including gateway reviews and providing programme and project assurance in accordance with corporate requirements and best practice.
- The role will actively support all aspects of programmes and projects, driving everything forward from planning to implementation, this role will directly influence the efficiency and effectiveness of Newnham's transformation projects and directly contribute to better outcomes for Newnham residents.

## **Job Context**

1. The post holder reports to the Assistant Directors for Improvement and Change.
2. The post holder has line management responsibility for the Project Apprentice.
3. The post holder is responsible for supporting transformation projects across the Council and providing robust programme and project management support and assurance to senior management.
4. The post holder will have specific responsibilities in relation to project assurance, gateway reviews, quality assurance, governance, training, administration of the ICT PPM system, the corporate PPM methodologies, databases, resource management and repositories for documentation and PPM literature.
5. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements.

## **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

### **PO4:**

1. Identify programme management office requirements and provide continuous effective assistance and support to the Council in respect of its programmes and projects.

2. Responsible for the deployment of recognised, appropriate and robust project management techniques together with the corporate governance framework, methodologies, ICT systems and other appropriate PPM toolkits.
3. Manage an effective system for project assurance, quality assurance, skills database and training including ensuring clear and consistent arrangements for the storage and publication of products.
4. Develop effective communications, liaison and working relationships with all relevant organisations, bodies and individuals, both internally and externally, in order to ensure the successful delivery of programmes and project outcomes and outputs and to support senior management and management teams in doing the same.
5. Assist in the development of the benefits realisation plans for projects and programmes.
6. Ensure the effective management of risks and issues within programmes and projects, including assisting programme or project managers in maintaining risks and issues logs, and ensuring the appropriate escalation of uncontrolled risks and issues.
7. Provide advice across the Council in respect of programme, project and business leads and to support the development of robust and effective business cases and implementation plans.
8. Manage an effective reporting regime and governance for all programmes and projects, including the co-ordination of programme and project progress reports and gateway reviews.
9. Analyse data relating to transformation programmes and projects and to ensure reports are prepared for a variety of different audiences, including senior management, SRO's and key stakeholders.
10. Champion, lead and enable effective communication in respect of programme and project management, including maintaining the dependency/interdependency matrix across the Council's portfolio.
11. Assist and support the Assistant Directors for Improvement and Change in overseeing the administration of senior management Boards and to attend, as required, Programme and Project Boards, as required.
12. Attend monthly project review meetings with relevant service areas to track programmes and projects and provide support and advice, where necessary.
13. Assist the Assistant Directors for Improvement and Change with the PMO resource management, including administration of highlight reports and milestones for consultants, administration of agency employees and Council PPM resource staff. Maintaining the resource management documentation,

log of payments and administration of holidays, non-working days and sick leave.

14. Monitor the portfolio against corporate priorities and provide senior management, the Director of Change & Insight and the Assistant Directors for Improvement and Change with regular updates.
15. Assist the Director of Change & Insight and the Assistant Directors for Improvement and Change in establishing a toolkit for the change/transformation portfolio.
16. Carry out such other duties within the competence of the post holder which may be reasonably required from time to time.

**PO5 - all of the above (PO4) and including:**

1. Implement robust project management processes covering the effective development, appraisal, approval, implementation and evaluation of assigned projects, applying and enforcing council governance and framework and methods as appropriate to the project.
2. Establish and deliver the objectives and project plan including timings, quality, and costs, monitoring on project plans ensuring that timelines are realistic and adhered to.
3. Produce project and programme related documentation as necessary and to ensure these are reviewed and updated at agreed intervals.
4. Identify, highlight and manage the internal and external dependencies within the projects and business.
5. Identify and report where appropriate resources are not being provided by the business to achieve the deliverables within the projects.
6. Develop and maintain Issues and Risks logs for the projects, ensuring that these are highlighted, managed and resolved where possible.
7. Escalate risks and issues via the project board to the workstream group and associated relevant Programme Managers.
8. Produce a benefits realisation plan for each project, including identifying who is responsible for the delivery of each benefit.
9. Ensure that cost-avoidance savings are robustly tracked and measured, with appropriate sign off and buy in so that ROI is demonstrated.
10. Ensure the active engagement of internal and external stakeholders in the development and delivery of the projects, including managing the communication requirements.

11. Champion, lead and enable effective communication and appropriate employee participation within the management of change.
12. Manage complex projects which has a far-reaching effect across the council, requiring extensive and well-developed managerial and relationship-building skills.
13. Procure suppliers and services as required by the project.

**PO6 – all of the above (PO4 & PO5) and including:**

1. Manage projects with savings targets identified for delivery of up to £5 million.
2. Identify the financial, material, human resource and cultural implications engaging the relevant stakeholders to ensure that resources are allocated, deadlines are met and objectives achieved
3. Obtain and analyse a range of data relating to the project and draft complex reports for a variety of different audiences, including senior management, external customers and clients and user groups and produce highlight reports and report regularly to the Programme and/or Project Board using the established reporting methods.

## Personal Specification



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### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>KNOWLEDGE:</b></p> <p><b>PO4 / PO5 / PO6:</b></p> <p>Candidates should have been trained in the PRINCE2 project management methodology to Practitioner level or similar qualification.</p> <p>An understanding of Local Government an advantage.</p> <p>Awareness of information governance issues and legislation.</p> <p>An understanding of the political context and environment.</p> <p>Candidates should have previously managed projects.</p> <p><b>PO5 / PO6:</b></p> <p>Candidates should have previously managed similar-sized complex projects.</p> <p>An expert understanding of financial management and budgetary control</p> <p>An expert understanding of benefit identification and realisation in relation to programme and project management.</p> <p>An expert understanding of risk management in relation to programme and project management.</p> <p>A detailed understanding of the links between programme and project management.</p> <p>A detailed understanding of programme management principals</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

and techniques.	
A detailed understanding of procurement processes and principals	Application Form/Interview
An understanding of team working theories and practices.	Application Form/Interview
<b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Experience of successful project management at a senior level in a complex organisational environment</li> <li>• Experience of working within a project office environment concerned with the accuracy of project plans, risk and issue registers and their management</li> <li>• Possession of a demonstrable track record of delivering results on time, to a high quality and to budget</li> <li>• Experience in the corporate affairs of a complex, multi-disciplinary service orientated organisation, including project planning and the management of change</li> <li>• Experience of using people management techniques to deliver change through others</li> <li>• Experience of process re-design in practice</li> </ul>	Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview  Application Form/Interview
<b>SKILLS AND ABILITIES:</b> <ul style="list-style-type: none"> <li>• PRINCE2 and MSP qualified or similar qualification or proven work experience.</li> <li>• Analytical ability associated with management data, the understanding and interpretation of which is key to delivery of</li> </ul>	Application Form/Interview  Application Form/Interview

<p>programme and project outcomes and outputs</p> <ul style="list-style-type: none"> <li>• A flexible approach and a willingness to embrace and promote new ways of working</li> <li>• An ability to work with, support and enthuse other people</li> <li>• An ability to deliver through positive interaction with project/programme team members</li> <li>• An ability to lead, motivate and support and enable people</li> <li>• Ability to manage conflict creatively</li> <li>• Ability to build effective working relationships with individuals and organisations within and outside the council</li> <li>• Ability to articulate ideas well in written and oral communications</li> <li>• Demonstrates a flexible and innovative approach to problem-solving</li> <li>• Ability to effectively manage conflicting priorities and to remain calm under pressure.</li> <li>• Good knowledge of MS: Word, PowerPoint, Excel and Visio</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Commitment to improving and evolving outcomes for the Council's corporate portfolio, programme and project management.</p>	<p>Application Form/Interview</p>



Maintains a high standard of ethics and professional conduct	Application Form/Interview
<b>OTHER SPECIAL REQUIREMENTS:</b>  N/A	