

# 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>
<b>Grade:</b> PO7	<b>Date last updated:</b> June 2022	

## 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 leading high profile complex cross-cutting projects as part of our transformation portfolio.

- The role will co-ordinate all activity across the specified project 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 project management support to colleagues and partners as required.
- The role will actively support all aspects of the project, driving everything forward from planning to implementation. This role will also directly influence the efficiency and effectiveness of Newham's new offer to vulnerable people and their families directly contributing to better outcomes for Newham residents.

## **Job Context**

1. The post holder reports to the Programme Manager (Peoples Services).
2. The post holder has line management responsibility for Project Coordinators and Project Apprentices as required for the project. There is also matrix management responsibility for other project resource such as Business Analysts, Data Analysts and other specialists within the service.
3. The post holder will be responsible for contract management of resources contributing to the delivery of this project.
4. 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.
5. The post holder will have knowledge and experience of local authority children's services provision and innovation, change theory and a range of project management methodologies.
6. 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:

1. Plan and design complex projects with savings targets/budgets of up to £5 million, which have a far-reaching effect across the council, requiring extensive and well-developed managerial and relationship-building skills.
2. Responsible for the deployment of recognised, appropriate and robust project management techniques together with the change framework, methodologies and appropriate toolkit.

3. Manage an effective system for project assurance, quality assurance and ensuring clear and consistent arrangements for the storage and publication of products.
4. Effectively manage resources across the project, including direct line management of Project Coordinator and matrix management of business analysts, data analysts and service designers as well as specialists in service areas.
5. Effectively manage contracts that contribute to delivery of the project and procure suppliers and services as required.
6. Ensure the active engagement of internal and external stakeholders in the development and delivery of the projects, including managing the communication requirements.
7. Produce a benefits realisation plan and maintain trackers for each project, including identifying who is responsible for the delivery of each benefit.
8. Ensure the effective management of risks and issues within projects: Develop and maintain Issues and Risks logs for the projects, ensuring that these are highlighted, managed and resolved where possible. Escalate risks and issues accordingly to relevant project and programme boards.
9. 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.
10. Manage an effective reporting regime and governance for all projects, including the co-ordination of project progress reports and gateway reviews.
11. 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.
12. Assist and support the Assistant Director for Improvement and Change and Programme Manager in overseeing the administration of senior management Boards and to attend Programme and Project Boards, as required.
13. Attend monthly project review meetings with relevant service areas to track progress and provide support and advice, where necessary.
14. Assist the Assistant Directors for Improvement and Change and Programme Manager 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, and records of use of allocated project funding.
15. Monitor the portfolio against corporate priorities and provide senior

management with regular updates.

16. Assist the Change & Insight service in establishing a toolkit for the change/transformation portfolio.
17. 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.
18. Produce project and programme related documentation as necessary and to ensure these are reviewed and updated at agreed intervals.
19. Identify, highlight and manage the internal and external dependencies within the projects and business.
20. Ensure that cost-avoidance & savings are robustly tracked and measured, with appropriate sign off and buy in so that ROI is demonstrated.
21. Carry out such other duties within the competence of the post holder which may be reasonably required from time to time.

## 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>Candidates should have been trained in waterfall and agile project management methodology to Practitioner level or similar (e.g. PRINCE2, APMG)</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>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><b>SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• PRINCE2/Agile/APM 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>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>
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<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><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
Commitment to good equality and diversity practice	
<b>OTHER SPECIAL REQUIREMENTS:</b>  N/A	