

# JOB DESCRIPTION



NORTH  
NORFOLK  
DISTRICT  
COUNCIL

## **Corporate Programme and Project Manager (Post 2150 2149)**

### **Service Area**

Corporate Delivery Unit

### **Reports to**

Corporate Business Manager

### **Purpose of the Role**

To support the development of a more efficient and effective council by providing expert leadership, advice and support on programme and project management.

To matrix manage teams to deliver major and priority projects to an exemplary standard.

To improve programme management approaches and provide oversight of key projects for senior management and members,

To work as a key part of a pro-active team to support the delivery of the Corporate Plan and council priorities.

### **Key Result Areas**

1. To manage the overview of the council's programme of projects, as identified in the Corporate and Delivery plans, ensuring good governance and effective project management is maintained and the agreed project management framework is adhered to.
2. Ownership of the council's Project Management toolkit to deliver effective project management across the council by:
  - Reviewing and developing the council's programme and project management toolkit based on current best practice
  - Providing advice to senior leaders and managers on staff training and skills requirements to enhance project management across the council
3. To assist in planning, designing and delivering key strategic programmes and significant Council projects, ensuring excellent governance arrangements throughout.
4. To maintain an awareness of the broader strategic issues affecting the council and how they shape the wider programmes within which individual projects are commissioned.
5. Managing the dependencies and interfaces between projects and programmes working closely with individual project managers
6. To ensure reporting mechanisms are informative, fluid and proportionate.
7. To have a good understanding of the key roles of the unit including policy, performance and risk ensuring continuity and quality of delivery and reporting as required
8. Providing professional advice, support and coaching to colleagues across the council who are responsible for project management and delivery.

9. Manage selected large or complex corporate projects by:

- Working closely with the respective project sponsor to develop direction and scope to ensure each project is aligned with the programme's objectives, benefits and outcomes
- Matrix managing cross-service, multidisciplinary project teams, working effectively with staff at all levels, ensuring roles, responsibilities and agreed actions are clearly communicated and understood at all times
- Co-ordinating internal and third party financial, technical and organisational resources to successfully deliver the programmes and projects
- Managing project delivery and solving arising project issues and problems, escalating to the project board as required.
- Actively managing budgets and contracts, on behalf of the SRO, including procurement processes and relationships with partners, contractors and suppliers.
- Managing the production and maintenance of project documentation including the development of business case.
- Ensuring stakeholder involvement and internal and external communications are included in project plans and delivered using unambiguous and non-technical language
- Reviewing and reporting on a regular basis to CLT and Members the progress and performance of the projects including progress, issues, risk and budget considerations.
- Liaising and working effectively with Members, the Public, Contractors and senior managers and staff at all stages in the project lifecycle to ensure their full involvement in and commitment to the project.
- Ensuring there is a clear audit trail to support all decisions
- Ensure all contractors and suppliers maintain the Council's requirements and standards relating to Health and Safety and Equalities and Diversity practice.

10. Procure and manage external project managers, as required, in accordance with the Council's Constitution and in particular the Procurement Policies and the Financial Code of Practice.

11. To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.

12. Any other work required and as directed within the confines of the existing grading and post.

# PERSON SPECIFICATION



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## Corporate Programme & Project Manager (Posts 2150 2149)

|                                  |  | Essential | Desirable | How Identified                 |
|----------------------------------|--|-----------|-----------|--------------------------------|
| <b>Experience/<br/>Knowledge</b> | Demonstrates extensive practical experience of co-ordinating, leading and managing organisational wide projects/programmes using formal project management methodology | ✓         |           | Application Form/<br>Interview |
|                                  | Experience of managing significant programme budgets, including procurement, monitoring costs and expenditure against delivered and realised benefits                  | ✓         |           | Application Form               |
|                                  | Demonstrates knowledge and experience of the delivery of significant public sector business change and delivery projects.  | ✓         |           | Application Form               |
|                                  | Experience of line or matrix management, working with cross-functional teams and staff coaching  | ✓         |           | Application Form/<br>Interview |
|                                  | Understanding of local government responsibilities and governance arrangements   |           | ✓         | Application Form/<br>Interview |
| <b>Qualifications</b>            | Degree or equivalent qualification   | ✓         |           | Application Form               |
|                                  | PRINCE2 Practitioner (or equivalent)   | ✓         |           | Application Form               |
|                                  | Agile PM Practitioner (or equivalent)  |           | ✓         | Application Form               |
|                                  | Level 4/5 qualification in Management  |           | ✓         | Application Form               |

|                 |   |   |   |                  |
|-----------------|---|---|---|------------------|
| <b>Training</b> | Microsoft Office  | ✓ |   | Application Form |
|                 | Microsoft Project (or similar software)   | ✓ |   | Application Form |
|                 | Management Reporting and Information Tools  |   | ✓ | Application Form |
| <b>Skills</b>   | The ability to think strategically, adapt approaches and deliver a complex programme in a changing environment whilst maintaining overall programme goals.  | ✓ |   | Interview        |
|                 | Good interpersonal, communication and stakeholder management skills with the ability to influence others and build relationships with a wide range of people, including those affected by change, the council leadership team and elected members | ✓ |   | Interview        |
|                 | A good understanding of organisational change and its impact on individuals   | ✓ |   | Interview        |

|                                 |  |                  |                  |                              |
|---------------------------------|--|------------------|------------------|------------------------------|
|                                 | Excellent analytical skills to prepare, analyse, interpret and assess financial and other benefit realisation documents, and a high level of numeracy including the ability to quickly grasp complex technical subjects outside areas of expertise | ✓                |                  | Application Form*/ Interview |
|                                 | Strong people management skills, with the ability to manage and coach staff, and support a team and support the development of colleagues  | ✓                |                  | Interview                    |
|                                 |  |                  |                  |                              |
|                                 |  | <b>Essential</b> | <b>Desirable</b> | <b>How Identified</b>        |
| <b>Aptitude and Disposition</b> | Assertive  | ✓                |                  | Interview                    |
|                                 | Articulate   | ✓                |                  | Interview                    |
|                                 | Acts with honesty and integrity  | ✓                |                  | Interview                    |
|                                 | Attention to detail, whilst maintaining awareness of the 'bigger picture'.   | ✓                |                  | Interview                    |
|                                 | Self-aware   | ✓                |                  | Interview                    |
|                                 | Demonstrates good listening skills and is able to respond to the diverse needs of others   | ✓                |                  | Interview                    |
|                                 | Can work alone or as a member of a team or group   | ✓                |                  | Interview                    |
| <b>Personal Circumstances</b>   | Occasionally could be required to work alone and out of office hours   | ✓                |                  | Interview                    |
|                                 | Has access to personal transport   | ✓                |                  | Interview                    |