

**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **JOB TITLE:** Project Manager (greater.jobs) | |
| **PORTFOLIO:** Communities, Strategy and Reform | **DIVISION/SECTION:** People Services |
| **GRADE:** 8 JE9858 | |

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| **Job Purpose**    To lead on the review, improvement and realignment of recruitment processes across the Greater Manchester HR/OD Collaboration. To focus on the review of our current Applicant Tracking System processes with a view to agreeing and implementing consistent GM wide recruitment processes in order to improve the candidate experience. |

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| **Key Tasks**   1. To lead and manage projects, develop business cases and subsequently Project Briefs / Project Initiation Documents to support the initiation of a project as mandated. This will include the analysis of data, research of industry / sector best practice and internal / external stakeholder engagement to ensure the formulation of proposals is based upon a solid foundation. 2. To be responsible for creating and maintaining project management plans showing the key stages required to deliver transformational change and realisation of benefits which will vary according to each project. 3. To use agreed protocols for altering the scope or delivery of projects. 4. Identify and develop associated project metrics and return on investment indicators to allow the measurement of project impact, success and areas of the project requiring more focussed attention. 5. To be responsible for assuring the benefits realisation of projects in terms of both cashable and non-cashable benefits against the completion of the project to time, cost and stated quality. 6. To manage project resources effectively to maximise effort and show a return on investment. 7. To actively monitor and manage the risks, issues, and interdependencies between projects and programmes (internally and externally) to minimise risk and take advantage of any opportunities that may be of an advantage to the GM Collaboration (i.e. economies of scale that will save the Collaboration time or money) 8. Design and write communication plans and materials, working alongside the GM HR/OD Collaboration, explaining the benefits and impact of the projects and monitoring/recording feedback from the communications. 9. To ensure that the project remains aligned with the strategic GM HR/OD workplan and priorities. 10. Ensure that projects are formally closed and, where appropriate, are subsequently reviewed and lessons learnt are recorded, reported and taken into account of in the future, if appropriate. 11. To provide effective day-to-day coordination, support, advice and guidance to the GM HR/OD Collaboration inline with the relevant project scope. 12. To deliver and support continuous improvement in line with process alignment outcomes. 13. To build good working relationships with representatives from the GM HR/OD Collaborative, and ensure that they are fully consulted and engaged in all project activity. |
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| **Standard Duties:**   1. To take responsibility for continuous professional and personal development (CPD) to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and to use this knowledge and expertise to ensure colleagues are informed appropriately. 2. Undertake positive, regular engagement with stakeholders to ensure a continuous understanding of progress and help ensure issues of concern are flagged and addressed at an early stage 3. To uphold and implement policies and procedures 4. To actively uphold and promote the equalities, diversity and Health & Safety agendas in the workplace. 5. Undertake any additional duties commensurate with the level of the post. |

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| **Contacts:**   * Directors, Senior Managers * Elected members * Service providers * Trade union representatives * External organisations as appropriate |

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| **Relationship To Other Posts In The Department:**  **Responsible to:** Head of Systems, Payments and Registrars – Tameside Council (matrix management)  **Responsible for:** No direct line management or budget responsibility but may have responsibility for colleagues supporting particular projects based on a matrix management/ virtual team approach |

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| **Special Conditions:** None |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | April 2020 | Catherine Pearson | GM Projects and Contracts Manager |

**PERSON SPECIFICATION**

**Job Title:** greater.jobs Project Manager

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education and Qualifications | Project management qualification (PRINCE2 or Managing Successful Programmes (MSP) or equivalent  Evidence of further study relevant to this post |  | Certificate  (bring to interview) |
| **Experience** | Extensive experience of leading, developing, managing and monitoring complex and varied projects within a large organisation.  Experience of devising and monitoring associated project management documents e.g. Benefits Realisation / Project Initiation Document  Experience of undertaking change management and persuasively communicating with a range of stakeholders to effect change and achieve more efficient practices and processes.    Experience of developing and implementing solutions and applying policy and strategy to influence, shape and redesign service delivery.  Experience of successful resource and financial management, working with budget constraints and within defined financial procedures.  Experience of providing project advice and guidance to colleagues, ensuring the rationale for decision making is understood.  Experience of initiating consultation and engagement between stakeholders, and documenting engagement actions.  Experience of identifying, assessing and managing risks to the success of projects. |  | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Skills and Abilities** | Developed persuading and influencing skills that bring about behavioural change and achieve desired results and outcomes.  The confidence to work closely with project stakeholders to influence and persuade to help them shape their plans and to constructively challenge where necessary.  Strong verbal and written communication skills to convey complex information in an understandable way and engage others through a range of styles appropriate to the intended audience  Analytical skills to investigate and interpret complex information/data, evaluating options and weighing up risk and making recommendations for action  High-level problem-solving skills being creative to think through issues through the use of theoretical, conceptual and technical knowledge to find practical solutions  Sound time management skills to prioritise own workload under pressure to meet potentially conflicting deadlines  Ability to motivate others, work as a team member and team leader in a project context set deadlines and check that work has been completed to the required quality standards  ICT skills, particularly with Microsoft Office | . | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Knowledge** | Detailed knowledge of project management techniques and methodlogies  A good understanding of business change tools and techniques to engage staff and ensure projects run smoothly and efficiently  Knowledge of risk management and strategies that can be used to minimise and mitigate risk  An understanding of the pressures present in local government, particularly relating to services, finance, and the competing demands for the allocation of resources to provide services to the local community. |  | AF/I  AF/I  AF/I  AF/I |
| Work Circumstances | Able to travel to different sites across the Borough  Able to work outside of normal office hours on occasion |  | AF/I  AF/I |

*Abbreviations:* AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

P = Presentation; R = References; P = Portfolio

NB Any candidate with a disability who meets the essential criteria will be guaranteed an interview.