

Project Manager DDaT

Service	Reporting to	Location	Grade	Salary	Hours
Service Reform	Programme Manager	Hybrid	5A	£51,515 - £53,213	36

About the role

- Drive continued improvement of services through the implementation and delivery of major projects, working alongside multi-disciplinary teams/squads, key delivery partners and contractors to create organisational wide impact.
- Take responsibility for the definition, strategy development, resource procurement, documentation, plans, co-ordination, monitoring, effective project management and satisfactory completion of assigned projects maintaining a strong focus on delivery priorities.
- Work closely with Senior Responsible Officers, project leads and other officers to support the strategic implementation and direction of the assigned projects and ensure that they align with the service objectives and design principles.
- Establish and manage the work and outcomes of the project team, providing strong performance management by owning and developing project delivery, financial and performance management ensuring continuous improvement, value for money and best value are delivered.
- Take personal responsibility for ensuring that any risks, issues or exceptions identified within the project are resolved promptly and/or escalated to the project lead or SRO as appropriate.
- Manage partners, third parties and suppliers engaged to deliver specific elements of assigned projects, including developing, promoting and managing effective contract management and contract change management.
- Manage and monitor budgets and financial risks associated with assigned projects to ensure effective management and financial propriety, as well as leading the identification, development and submission of applications for funding from a range of agencies.
- Lead the development of project management best practice and tools, creating robust and standardised plans, documents and processes, and implementing appropriate project management.
- Provide coaching and mentoring to colleagues, using experience to enable the learning & development of others
- Maintain an awareness of the broader strategic issues affecting the Council and how they shape the wider programmes within which individual projects are commissioned

in order to inform the context for effective project management, including contributing to the development of the Service Reform business plan.

- Lead on the procurement of project related tenders.
- The effective supervision, direction and motivation of Project Officers
- Embed a values-based, performance management and positive permission culture as a means of improving performance through people
- To act as first point of contact for issues ensuring that these are either resolved or escalated appropriately.

Key outcomes

- Consistent delivery of high-quality projects, on time and on budget to agreed quality criteria
- Maintained overview of all projects to ensure they are aligned with organisational priorities
- Co-ordinated portfolio of organisational projects, with management of inter-dependencies
- Key stakeholders are kept engaged, briefed and aware of project progress and risks
- Best practice project management methodologies as well as corporate/industry standards and tools for documentation are used to support the delivery of priorities and outcomes
- Practice and plans are proactively and positively challenged to improve project delivery

What we need from you

- To model and demonstrate our values and leadership behaviours
- Excellent communication and interpersonal skills, with the ability to engage and persuade a variety of audiences and encourage others to use new ways of working
- Strong project management skills with ability to manage high profile projects to time and budget
- Collaborative and good at building relationships at all levels, with a wide range of external stakeholders
- Proactive, with the ability to work independently, prioritising a busy workload and a large number of stakeholders
- Experience of analysing data and gathering evidence to demonstrate impact
- Adaptable, tenacious, determined, positive and resilient with the ability to deal with ambiguity
- Able to work flexibly in line with changing demands
- Experience of successfully initiating, developing and quality assuring successful project(s) or programme(s).

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further

develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Developing your leadership skills

We want to equip our leaders with the knowledge, skills and behaviours outlined in our #LeadingSalford programme. Our aim is to support you to lead highly engaged, motivated teams in today's rapidly changing environment. This will be achieved through a range of bite-size Master Classes designed to help you meet the expectations that we have of our Salford leaders. In addition to the core Master Classes, we also provide accredited leadership programmes which let you build on your experience, learn about emerging approaches, and further develop your leadership practice.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](https://www.ideasalford.org/) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme, you will join hundreds of staff members who

already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our vision and priorities

Our vision

The council has a vision is to create '**A fairer, greener and healthier Salford**'. To help us achieve this vision we have identified some key priorities to tackle the problems people in Salford are currently facing, [the Great Eight](#).

Salford is beginning a journey of economic transformation, with the mapping out of the city's economic future through key pieces of city council work. We're calling this [The Salford Way](#).



Our leadership behaviours

As a values-based leader you will:

- Model the values and embed them into the way your team delivers services.
- Hold people accountable for demonstrating the values.
- Respect and care for others, treating everyone fairly, valuing and welcoming diversity, respecting people's identity, listening and acting on the things people say to enable everyone to achieve their full potential.
- Be honest, taking responsibility for your actions and decisions.
- Use resources that you are trusted with wisely.

To lead others, you will:

- Listen to understand, not to defend.
- Give people the freedom to use their initiative.

- Provide opportunities for people to discuss and solve problems and issues – focussed on learning, not blame.
- Regularly provide coaching and support to others to help them achieve their objectives and potential.
- Appreciate and build on people's strengths.
- Motivate, engage, encourage and inspire others in order to be the best they can be.
- Build lasting productive relationships with residents, partners and elected officials.

To lead outcomes, you will:

- Be visible, inject pace, vigour and purpose.
- Expect high standards; mediocrity is not acceptable.
- Take an evidence and whole system approach in making decisions.
- Maximise technology and models to deliver quicker, easier, better services.
- Have a digital mindset, fully utilising digital systems and solutions to deliver services efficiently and effectively.
- Set context and challenging goals that will motivate people to take ownership, maximise performance, and develop.

To build and communicate a vision for the future you will:

- Be optimistic and ambitious for the city and its people, helping others to understand the need to change how we do things.
- Build strong collaborative relationships to find creative ways to make services more sustainable and flexible.
- Recognise and value the strengths of people and places, taking a strengths-based approach to make the most of opportunities.
- Support people through change, in undertaking new things, and taking risks.
- Take a place and whole system approach in designing, delivering, and leading services developing solutions with our partners.
- Ensure inclusion is integral to service delivery and organisational performance and develop a resilient, diverse workforce who reflect the increasing diversity of our city.
- Be optimistic and ambitious for the city and its people, helping others to understand the need to transform public services.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.