

## Job specification

**Job title:** Project Manager Deal for Communities

**Service:** Programmes Office - Deal for Communities team

**Grade:** G9

**Reporting to:** Deal for Communities Programme Manager

### Your job

You will lead and deliver a range of projects related to asset based community engagement and involvement and take responsibility for all elements of the project management cycle from scoping and initiation to delivery and evaluation, chairing project teams and reporting to relevant governance boards.

You will be responsible for ensuring milestones are met, risk is well-managed, deliverables are achieved, and inter-dependencies across programmes and projects are identified and managed.

You will work together with partners across the public sector and community to achieve the best outcomes for local residents.

You will ensure the development and operational delivery of the council's Deal for Communities engagement and involvement plan and activities. This includes ensuring effective tenant engagement.

You will also work with the Programme Manager to develop our ongoing vision and strategy that will drive sustainable development and long-term success for our residents and our community and voluntary sector.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

### In this job you will

In the next 12 months, you will:

- Become familiar with the programmes and projects currently underway, including interdependencies, and how these support the Wigan Deal
- Lead well-managed projects and teams to achieve the council's objectives around community engagement and empowerment
- Work closely with Service Delivery Footprint Managers to ensure that community and voluntary sector engagement is at the heart of our place based model
- Ensure the resident voice and engagement is at the heart of everything that we do as a council and that we engage effectively with groups with protected characteristics as set out in the Equality Act 2010
- Ensure compliance with statutory duty's around tenant engagement and involvement

- Ensure that good governance, assurance and project management methods and documentation are in use
- Take an active part in horizon scanning, identify policy opportunities and risks and share that knowledge with service team colleagues and other stakeholders including the community and voluntary sector
- Communicate progress to Programme Manager, project teams, project stakeholders and governance groups
- Use a range of business techniques and performance management tools to achieve and evidence change
- Build a strong support network 'to get things done'
- Support public services, community and voluntary sector to engage with change, building their confidence to try something different and build trust in your and their capacity to realise the vision
- Ensure that all new arrangements are founded on an asset based approach to communities and residents, securing the greatest opportunity for residents to be in control of their own lives

On an ongoing basis you will:

- Work with the Programme Manager to develop our ongoing vision and strategy that will drive sustainable development and long-term success for our residents and our community and voluntary sector
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

### In this job you will need

You must be able to demonstrate the following essential requirements:

- A degree and extensive experience relevant to the role
- The ability to demonstrate evidence of continual profession and personal development
- Formal project management training for example PRINCE2
- Be a competent manager able to provide guidance that enhances performance whilst embedding the Staff Deal
- Experienced project manager with extensive experience of managing staff and projects in a complex, sometimes challenging multi-agency environment
- Knowledge of asset based community development theory and practice and experience of embedding practice into project plans
- Have a wide interest in local government issues, policy development, and experience of identifying leading practice for the benefit of service development
- Has an understanding of the challenges and opportunities facing local government
- Strives to achieve the best outcomes for local residents, and promotes asset based solutions
- Excellent communication skills and the ability to communicate confidently with elected members, senior managers, partners, service staff, community and voluntary groups and residents
- Experience of writing reports and briefing notes for a wide range of audiences, and ability to

clearly and concisely describe the impact and effect of projects.

- Excellent decision making skills and the ability to break down problems and come up with innovative solutions
- Excellent research and analysis skills, along with excellent interpersonal skills and the ability to work constructively with other departments, authorities and community and voluntary organisations, to meet shared goals.
- Experience of managing staff and others including third sector partners
- Be able to influence and use persuasion skills to form productive teams, and deliver projects on time
- The ability to engage positively with new challenges and new development opportunities, and demonstrates personal resilience when things don't go exactly to plan

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

